Folder Separator Sheet

File Batch ID: 128344

Folder #: 1

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BATCH

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SCANNING TRACKING SHEET

FOIPA # 918504-2
SUBJECT National Archives
FILE # 66-4Q-19268
SECTION #
SERIAL # All.
LEGAL TECH AM EXT.
DATE FORWARDED TO SCANNING S/19/06 DATE COMPLETED INITIAL AND DATE:
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4- 596 (Rev. 8-9-88)

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

HEADQUARTERS

PICKETT STREET.

FBIHQ INVESTIGATIVE AND ADMINISTRATIVE FILES

FOIPA # 918504-2

Transfer - Call 3421 Use Care in Handling this File

MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE

17-1 (Rev. 8-11-03)

ATTENTION

The following documents appearing in FBI files have been reviewed under the provisions of The Freedom of Information Act (FOIA) (Title 5, United States Code, Section 552); Privacy Act of 1974 (PA) (Title 5, United States Code, Section 552a); and/or Litigation. FOIA/PA Litigation ☐ Executive Order Applied Requester: Subject: Title of Case: Section ____ * File Serials Reviewed: Release Location: *File_____ Section This file section has been scanned into the FOIPA Document Processing System (FDPS) prior to National Security Classification review. Please see the documents located in the FDPS for current classification action, if warranted. Direct inquires about the FDPS to RIDS Service Request Unit File Number: Serial(s) Reviewed: FOIPA Requester: FOIPA Subject: National Archives
FOIPA Computer Number: 918504-2 FOIPA Subject: Section ____ File Number: Serial(s) Reviewed: FOIPA Requester: FOIPA Subject: FOIPA Computer Number: Section _____ File Number: Serial(s) Reviewed: FOIPA Requester: FOIPA Subject: FOIPA Computer Number: THIS FORM IS TO BE MAINTAINED AS THE TOP SERIAL OF THE FILE, BUT NOT SERIALIZED. SCANNED BY DocLab (RMD) ATTENTION DO NOT REMOVE FROM FILE LAST SERIAL: 10

0-9 (Rev. =-16-79)



TRANSMIT VIA: _	AIRTEL		
CLASSIFICATION:	UNCLAS	DATE:	11/29/90

FROM: Director, FBI (66-19268)

TO: SACs, Columbia

Honolulu Kansas City Milwaukee Minneapolis Sacramento

COMMITTEE IN SOLIDARITY WITH THE PEOPLE
OF EL SALVADOR (CISPES) - RESTRICTIONS
ON DISSEMINATION OF INFORMATION;
TRANSFER OF RECORDS TO THE NATIONAL
ARCHIVES AND RECORDS ADMINISTRATION (NARA)
BUDED: 12/14/90

Reference Buairtel 10/6/88, entitled "Committee In Solidarity With The People Of El Salvador (CISPES) - Restrictions On Dissemination Of Information," advising of restrictions on

dissemination of information from "spin-off" investigations arising out of the CISPES investigation.

An agreement negotiated between the FBI and NARA dated 2/24/90, requires that all CISPES related file material (main files, "spin-off" files, see reference documents (serials), evidence, and indices records) are to be transferred to NARA for permanent retention.

As you are aware, FBIHQ is in possession of a large number of CISPES related field files as a result of previous requests that CISPES material be forwarded to FBIHQ for eventual transfer to NARA. However, the corresponding index records in some instances have not, to date, been retrieved and furnished to

Dep. Dir ADD AdmEnclosure(s)	66-19268-115	
Asst. Dir.: Adm. Servs - 62-122536 Crim. Inv - Mr. Christense ident - Mr. Evans intell - Mr. Prillaman Legal Coun Rec. Mgnt WJR:sc (21) Training	- b	6 7C
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Airtel from Director, FBI to SACs, CO, HN, KC, MW, MP, and SC RE: Committee In Solidarity With The People

Of El Salvador (CISPES) - Restrictions

On Dissemination Of Information; Transfer Of Records To The National

Archives And Records Administration (NARA)

BUDED: 12/14/90

FBIHQ. To accomplish this task, FBIHQ has reviewed the files submitted by the field and determined that the information set forth in the attachment to this communication was indexed by the field. Therefore, to retrieve the corresponding index records, each receiving office is instructed to conduct an indices search of the information listed and forward corresponding index records to FBIHQ. If the index records are partially or totally automated, a computer printout of the automated index, along with manual index records are to be forwarded to FBIHQ. All CISPES related index records corresponding to the attached list are to be deleted from the Field Office Information Management System (FOIMS) after the printout has been obtained.

The requested information is to be forwarded to FBIHQ, Attention: Mrs. Jewell Roundtree, Records Disposition and Archival Subunit, Office Management Services Unit, Information Services Section, Information Management Division, Room 4346.

It is imperative that your office forward the requested
information no later than close of business 12/14/90, in order for
FBIHQ to comply with the agreement between Director Sessions and
NARA. Inquiries regarding this request may be directed to
telephone extension b6
h7c

U.S. Department of Justice

Federal Bureau of Investigation

Washington, D.C. 20535

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MEMORANDUM TO ALL SPECIAL AGENTS IN

February 22, 1991

DESTRUCTION OF FIELD FILES AND RECORDS RE:

FOREIGN INTELLIGENCE ELECTRONIC SURVEILLANCE

(ELSUR) TAPES

Set forth herein is a disposition plan that permits the destruction of ELSUR tapes when 10 years old, thus, reducing significantly the storage space presently required for maintaining such tapes that are no longer of investigative value. While the disposition plan allows the field to identify and justify recordings to be destroyed, it accommodates the statutory direction to infuse the necessary FBIHQ review for a determination of historical interest in maintaining certain recordings. The field-prepared documentation will fulfill the requirement imposed by the National Archives and Records Administration that there be "written justification that the issue of legal rights has been examined, that the rights of individuals should be exhausted after so many years, [and] that the retained case file should satisfactorily document the major portions of tapes through synopses and verbatim transcripts. The existence of synopses and transcripts within the case file is especially significant since the majority of recordings are of conversations in a foreign language. The transcripts are generally no more than brief translations of these conversations.

The 10-year time frame is consistent with the requirements present in maintaining Title III ELSUR material (see Title 18, U.S. Code (USC), Section 2518 (8)(a)), and also takes into account the present state of technology which suggests that the chemicals used in producing tapes and digital materials will begin to break down after a 10- or 15-year period, thus leaving the recordings in a potentially nonrecoverable state.

66-19268-116



The F0-year retention period will further permit the tapes to remain in existence for a period sufficiently long in time to satisfy the statute of limitations for actions against the Government. As provided by Title 28, USC, Section 2401(a), an action must be brought within 6 years from the time the right of action first accrues. Absent willful misrepresentation (i.e., denial of the existence of recordings), the statute of limitations would toll 6 years from the date the recordings were made. (See <u>Spannaus v. United States Department of Justice</u>, 643 F.Supp. 698 (DC. 1986) in which the 6-year statute of limitations was applied to Freedom of Information Act litigation.)

The 10-year retention period will satisfy both the legal requirements for the protection of individuals who are involved in litigation with the Government and the minimization requirements imposed by the Foreign Intelligence Surveillance Act (FISA). The plan will also allow for the retention of recordings during the pendency of any litigation involving the U.S. Government in which the recordings may be at issue.

PLAN OF DESTRUCTION

<u>DESTRUCTION OF ORIGINAL FOREIGN INTELLIGENCE/FOREIGN</u> <u>COUNTERINTELLIGENCE (FCI) TAPE RECORDINGS:</u>

All original tape recordings of ELSURS conducted by the FBI under the provisions of either FISA, those authorized by the Attorney General prior to FISA, and consensual monitoring authorized under the Attorney General Guidelines for FBI Foreign Intelligence Collection and Foreign Counterintelligence Investigations (FCIG) are to be retained in accordance with the following schedule:

SCHEDULE FOR DESTRUCTION

TIME PERIOD

All tapes collected prior to the enactment of FISA (pre-1979).

10 years

FISA Tapes

Tapes produced from ELSUR of foreign powers as defined by Section 101 (a) (1), (2), (3), (4), (5), and (6) of FISA.

10 years

SCHEDULE FOR DESTRUCTION

TIME PERIOD

FISA Tapes (continued)

Tapes produced from ELSUR of agents of foreign powers as defined by Section 101 (b) of FISA.

10 years

Consensual Monitoring

Tapes produced from consensual monitoring or other monitoring activities as authorized pursuant to the FCIG.

10 years

After the expiration of the appropriate period, the field office should forward an airtel to FBIHQ marked to the attention of the Intelligence Division, captioned "Destruction of Original ELSUR Tape Recordings." This communication should request authority to destroy recordings and contain the following information:

- (a) The complete substantive case caption to include case character;
- (b) Information pertinent to the authorization.

 Specifically, who or what entity authorized the ELSUR usage, date authorization was granted and the number of days for which the authority was granted, i.e., authorized by the Attorney General January 7, 1972, for a period of 90 days; authorized January 23, 1980, by the Foreign Intelligence Surveillance Court for a period of one year; or consensual monitoring authorized for 90 days pursuant to the FCIG;
- (c) Total number of original tape recordings made under the authorization specified above, <u>i.e.</u>, total number of original recordings on hand in this matter and the number of tapes sought to be destroyed if different from the total on hand;
- (d) Case status (pending/closed);

(e) A statement that a field record review has been made ensuring that all potential legal issues have been resolved; that there is no pending litigation related to recordings subject to destruction; that no individual rights will be impaired through the destruction of recordings; and that the retained case file will satisfactorily document the information contained in the pertinent portions of tapes through synopsis or transcripts maintained within the case file.

No action should be taken by the field office prior to receipt of a response from FBIHQ.

DESTRUCTION OF COPIES OF ORIGINAL FCI TAPE RECORDINGS MAINTAINED IN AN AUXILIARY OFFICE (AO):

Copies of national security tape recordings maintained in an AO may be destroyed after a one-year period following contact with the office of origin (OO) to ensure original tape recordings are being retained as specified above. This contact should be initiated by the AO in an airtel prepared under the complete substantive case caption, to include the case character, and containing the following information:

(a) Information pertinent to the authorization, specifically, who or what entity authorized the ELSUR usage, the date authorization was granted, the number of days for which authority was granted, i.e., authorized by Attorney General January 7, 1972, for a 90-day period; authorized by the

Foreign Intelligence Surveillance Court February 23, 1980, for a one-year period; or consensual monitoring authorized for a 90-day period pursuant to the FCIG.

(b) The total number of copies of original recordings on hand in the AO.

Following this information, the AO should request the OO verify that the original recordings are on hand within the OO and are being retained for a period of 10 years. The AO should

2-22-91 MEMORANDUM 8-91 request that the OO provide this information in writing. Upon notification that original recordings are being maintained in the OO for a period of 10 years, AO may destroy copies on hand. Otherwise, copies of the original recordings should be forwarded to the OO in accordance with the current AO file destruction policy. All original documents supporting the ELSUR recordation, (e.g. executed consent forms, court orders, Attorney General/U.S. Attorney certifications and/or approvals, etc.) shall be forwarded to OO for appropriate retention in accordance with case file maintenance.

<u>VOLUNTEERED TAPE RECORDINGS PERTAINING TO NATIONAL SECURITY MATTERS:</u>

Original and/or copies of non-FBI ELSUR recordings, voluntarily turned over to the FBI by anyone outside the Bureau, shall be retained for a reasonable period of time, to be determined by the office in possession of the recording. Receipt of such recordings should be appropriately documented in the case file. When it is determined the recording is not of evidentiary value or no longer serves a purpose to the office, it should be returned to the contributor. The contributor should be contacted in this regard and advised it is no longer necessary to retain the recording within our custody. Request that the contributor retrieve the recording at the local FBI field office within a specified reasonable period of time. In the event the contributor does not wish to have the recording returned, or no effort to retrieve the recordings has been made within a reasonable period of time, the recording may be destroyed. The actual disposition of the recording should be recorded on the FD-597 (Receipt of Property Received/Returned/Released) and on the FD-192 (Bulky Exhibit-Inventory of Property Acquired as Evidence).

Manual changes are forthcoming.

William S. Sessions
Director

2-22-91 MEMORANDUM 8-91

Memorandum



	To :	Mr. Christe	Date	2/22/91
SSE AG	From :	R. G. Pril		
CLASS de SRC'D SER den REC	Subject:	OTRANSFER OF RECORDS TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION	(NARA)	

<u>PURPOSE</u>: To forward the attached SF-258 (Request To Transfer, Approval And Receipt Of Records To The National Archives Of The United States) to the NARA to arrange for the final transfer of all remaining FBIHQ, field and Legat office files and records relating to the "Committee In Solidarity With The People Of El Salvador" (CISPES) to NARA.

RECOMMENDATION: That the attached SF-258, with inventories, be forwarded to NARA for appropriate action.

_	-APPROVED:	Adm. Servs.	Laborat iny	Off, of Liaison	
		Crim. Inv.	Mal Coun	& Int. Affs.	
1	Director	Ident	Tech. Sarvs.	Off. of	
	Dep. Dir.	Info. Mgat.	Tech. Servs	Public Affs.	
0	ADD-Adm.	Inspection	Cong. Affs. Off.		
/-	ADD-Inv	Intell	Off. of EO		

<u>DETAILS</u>: In accordance with the FBI Records Retention Plan and Disposition Schedule, the files listed in the attached inventory are scheduled for accession to NARA when the material is 50 years old or older. These files and records represent 18 cubic feet of CISPES related FBIHQ, field and Legat spin-off records, and CISPES information resident on the Major Investigative Data Bases

A LIMITINE	
RENCLOSURE ATTACH	
* ENCLOSURE ATTACH	

66-19268

1 - IMD 1 - Mr. 1 - Ms.	Davis (Attn: Front Office O'Brien (Attn Davis (Attn: Prillaman	66-19268-	117
- ∟ WJR:sc	(9)	(CONTINUED	- OVER

Memorandum from R. G. Prillaman to Mr. Christensen 2/22/91
Re: Transfer of Records to the National Archives
and Records Administration

(MIDBs) and along with supporting documentation being accessioned early due to an agreement dated 2/24/90, negotiated between Director William S. Sessions and NARA.

This accession completes the transfer of all CISPES related files and records to NARA, thus bringing the total to 57 cubic feet of CISPES records transferred to NARA. These records include the FBIHQ main file, field office organizational files, FBIHQ, field and Legat office spin-off files, index records (index cards and computer printouts of indexed information) to the above files, along with the magnetic tapes and supporting documentation containing CISPES related information that resided on the MIDBs and

The above records have been reviewed for classifications purposes and are currently classified in accordance with Executive Order 12356.

66-19268-117

ENGLOSURÊ

PEOULEST	TO TRANSFER, APPRO	NAL AND		LEAVE BLANK	(· · · · · · · · · · · · · · · · · · ·	RG
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	OF THE UNITED STATE (See Instructions on reverse)		JOB NUMBE	R	JOB NUMBER	
1. TYPE OF ACTION	2. TO	-1°a	H. H. L. L.	3. UNIT THAT CF	REATED THE REC	ORDS
A: OFFER OF	A. RECORDS DISPOSITIO	N DIVISION	A. AGENCY	OR ESTABLISHMEN		ुर्वेम-प्रशास्त्र हो। इ.इ.
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	B. NATIONAL ARCHIVES MAILING ADDRESS: GENERAL SERVICES A	s, the Sant . While	C. MINOR S	1 Bureau of	Investigat	ion(FBI)
B. TRANSFER	WASHINGTON, DC 204			nation Manage	ment Divisi	on (IMD)
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4. CURRENT LOCATION OF RECORDS	Room 4336; FBI	HEADQUARTERS: WA				TRANSFER
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B. EST. VOLUME	C. ARE RECORDS SUBJECT TO cite agency system number and number for most recent notice	f.R. volume and page	D. SPECIFIC and cite st	RESTRICTIONS TO atute or FOI exemption	BE IMPOSED (Incon that authorizes	lude justification and such restrictions)
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8. RECORDS	A. DATE	B. SIGNATURE		c,	TITLE	
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CISPES - Headquarters Spin-Off Files

BOX 1	BOX 5
100-361031-2924X2	199-6553-150X7 199-7400 199-7731-22 199-7731-25 199-7936 199-8452 199-8646 199-8827-21, 71, 109 199-8840 199-8856
BOX 2	BOX 6
100-451670-20EBF 100-456154 100-457535 100-463196-35X 100-463489 100-464929-6, 7, 8	199-9673 199-9713-21 199-9737 199-9741 199-9930 199-10234 199-10331 199-10355 199-10361
BOX 3	199-10463
100-483237-495 100-487171-122 105-120554	199-10481 BOX 7 199-10561 199-10659 199-10731 199-10804 199-11045 199-11060 199-11061 199-11112
BOX 4	199-11116 199-11169
157-6-12-1153 157-6-27-1289; 1296 157-6-45-909 185-1994-2 199-1-226-105 199-613-1268 199-4947 199-6110-62, 67 199-6110-69X, 72X5, 72X8, 72X10, 72X12	199-11213

CISPES - Headquarters Spin-Off Files (Continued)

BOX 8	BOX 11 (continued)
	200 20405
199-11265	199-13495
199-11326	199-13496
199-11346	199-13502
199-11347	199-13504
199-11359	199-13505
	199-13506
199-11454	
199-11481	199-13507
199-11490	199-13508
199-11546	
199-11635	BOX 12
BOX 9	199-13509
<u></u>	199-13510
100 11742 9 1	
199-11743-X, 1	199-13576
199-11743-5X1	199-13622
199-11743-5X2	199-13629
199-11756	199-13658
199-11757	199-13659
199-11927	199-13661
199-12028	199-13769
199-12055	-199=14002
199-12063	133 11002
199-12081	BOX 13
199-12166	<u> </u>
	100 14075 (0 1 2)
199-12599	199-14275 (Sects 1-3)
,	199-14275-26 (EBF)
BOX 10	202-3609
	203-3060-7
199-12646	203-3080-11
199-12870	203-3108
199-12967	229-101-1
199-13006	246-140
199-13032	246-509-1, 2
199-13164	•
	246-791-7X4 (Locate)
199-13226	
199-13228	BOX 14
199-13229	
199-13256	Cross reference mail to
199-13288	Headquarters spin-off
199-13290	files.
DOV 11	
BOX 11	
199-13310	
199-13311	·
199-13404	
199-13422	
1// 1/466	

TNVENTORY

Field Spin-Off CISPES Files

BOX 15	BOX 16 (Continued)
BALTIMORE	CINCINNATI
203C-176 Volume 1 BOSTON	199C-586 Volume 1 199C-681 Volume 1 199C-719 Volume 1 199C-733 Volume 1
199C-950 Volume 1	BOX 17
CHARLOTTE	CINCINNATI cont.
199J-476 Volume 1	199C-734 Volume 1 199C-734 Volume 2
CHICAGO	BOX 18
	CINCINNATI cont.
199-874 Volume 1 199-971 Volume 1 199-1149 Volume 1 199-1150 Volume 1	199C-734 Volume 3 199C-734 Volume 4
199-1158 Volume 1	BOX 19
199-1228 Volume 1 199-1229 Volume 1 199-1230 Volume 1	CINCINNATI cont.
199-1231 Volume 1 199-1233 Volume 1	199C-734 Volume Sub 1A 199C-735 Volume 1
	CLEVELAND
BOX 16 CHICAGO Cont.	199C-904 Volume 1 199C-912 Volume 1
199-1234 Volume 1	DALLAS
199-1235 Volume 1 199-1309 Volume 1 199-1312 Volume 1	199C-704 Volume I
199-1324 Volume 1	BOX 20
199-1325 Volume 1 199-1326 Volume 1 199-1327 Volume 1	DALLAS continued
199C-1328 Volume 1 246C-32 Volume 1	199C-704 Volume 2 199C-1122 Volume 1 199C-1312 Volume 1

TNVENTORY

Field Spin-Off CISPES Files (Continued)

BOX 20 (Continued)	BOX 23
DENVER	HOUSTON cont.
199C-1044 Volume 1 199C-1045 Volume 1 199C-1051 Volume 1 246C-3 Volume 1	199C-1203 Volume 1 199C-1203 Volume 2 199C-1267 Volume 1 199C-1312 Volume 1 199C-1388 Volume 1 199C-1393 Volume 1
DETROIT	199C-1419 Volume 1 199C-1420 Volume 1
199C-2106 Volume 1 199C-2107 Volume 1 199C-2108 Volume 1	INDIANAPOLIS
199C-2109 Volume 1	INDEMINI OBIO
	199C-465 Volume 1
BOX 21	JACKSON
DETROIT cont.	
199C-2110 Volume 1 199C-2111 Volume 1 199C-2112 Volume 1 199C-2119 Volume 1 199C-2154 Volume 1 199C-2241 Volume 1	199C-301 Volume 1 199-306 Volume 1 199C-307 Volume 1 199C-308 Volume 1 199C-309 Volume 1 199C-310 Volume 1
199C-2241 Volume 1 199C-2362 Volume 1 199C-2333 Volume 1	BOX 24
199C-2334 Volume 1 199C-2432 Volume 1	JACKSON cont.
199C-2575 Volume 1 199C-2622 Volume 1 BOX 22	199C-312 Volume 1 199C-313 Volume 1 199C-314 Volume 1 199C-315 Volume 1
HOUSTON	199C-316 Volume 1 199C-317 Volume 1 199C-318 Volume 1
199C-701 Volume 1 199C-701 Volume 2 199C-701 Volume 1A	199C-319 Volume 1
199C-881 Volume 1 199C-882 Volume 1 199C-888 Volume 1	KANSAS CITY 199C-1023 Volume 1
199C-981 Volume 1 199C-1153 Volume 1	199C-1023 Volume 1

Field Spin-Off CISPES Files (Continued)

-	
BOX 24 (Continued)	BOX 27
LOS ANGELES	MINNEAPOLIS cont.
199C-2311 Volume 1 199C-2384 Volume 1 199C-2386 Volume 1	199C-605 Volume 3 199C-605 Volume 1A Sec. 1 199C-605 Volume 1A Sec. 2
LOUISVILLE	BOX 28
199C-166 Volume 1 199C-167 Volume 1	MINNEAPOLIS cont.
199C-168 Volume 1 199C-169 Volume 1 199C-170 Volume 1 199C-175 Volume 1	199C-605 Volume 1A Sec. 3 199C-605 Volume 1A Sec. 4 199-616 Volume 1 199-616 Volume 2
BOX 25	BOX 29
MIAMI	MINNEAPOLIS cont.
199C-567 Volume 1 199C-771 Volume 1 199C-772 Volume 1	199C-616 Volume 3 199C-616 Volume 4 199C-616 Volume 5
MILWAUKEE	NEW HAVEN
199C-421 Volume 1 199C-465 Volume 1 199C-488 Volume 1 199C-489 Volume 1 199C-503 Volume 1	199C-515 Volume 1 199C-586 Volume 1 199C-570 Volume 1
199C-555 Volume 1	NEW ORLEANS
MINNEAPOLIS	199C-333 Volume 1
199C-533 Volume 1	BOX 30
BOX 26	NEW ORLEANS cont.
MINNEAPOLIS cont.	199C-333 Volume 2 199C-333 Volume 3 199C-333 Volume 1A
199C-533 Volume 2 199C-533 Volume 3 199C-534 Volume 1 199C-605 Volume 1 199C-605 Volume 2	199-423 Volume 1

Field Spin-Off CISPES Files (Continued)

BOX 31	BOX 34
NEW ORLEANS cont.	PITTSBURGH
199C-424 Volume 1 199C-488 Volume 1 199C-488 Volume 2	199C-634 Volume 1 199C-635 Volume 1 199C-641 Volume 1 199C-642 Volume 1
BOX 32 NEW ORLEANS cont. 199C-488 Volume 3	199C-643 Volume 1 199C-720 Volume 1 199C-756 Volume 1 246C-2 Volume 1 246C-2 Sub I
199C-488 Volume 1A 199C-604 Volume 1	BOX 35
199C-644 Volume 1	PORTLAND
NEW YORK	199-699 Volume 1
199C-3600 Volume 1	SAN ANTONIO
BOX 33	
NORFOLK	199C-704 Volume 1 199C-704 Volume 1A
199C-261 Volume 1	BOX 36
199C-261 Volume 1A 199C-261 Duplicate Copy	SAN ANTONIO cont.
OKLAHOMA CITY 199C-1146 Volume 1 199C-1298 Volume 1	199C-781 Volume 1 199C-781 Volume 1A 199C-887 Volume 1 199C-892 Volume 1 199C-893 Volume 1 199C-1087 Volume 1 246-124 CT 65-2146 Vol 1
PHILADELPHIA	·
199C-626 Volume 1	BOX 37 SAN DIEGO
PHOENIX 199C-422 Volume 1	199C-604 Volume 1 199C-605 Volume 1 199C-606 Volume 1
199C-508 Volume 1 199C-509 Volume 1	199C-607 Volume 1

Field Spin-Off CISPES Files (Continued)

BOX 37 (Continued)	BOX 40	
SAN FRANCISCO	WMFO cont.	
199C-1723 Volume 1 199C-1724 Volume 1	199-3512 Sub C 199C-3513 Volume 199C-3549 Volume 199C-3550 Volume 199C-3551 Volume 202C-1279 Volume	ו ו
SAN JUAN		
199C-137 Volume 1 199C-137 Volume 2 199C-137 Volume 3 199C-137 Volume 1A		
BOX 38		
WMFO		
199C-2008 Volume 1 199C-2974 Volume 1 199C-3474 Volume 1 199C-3485 Volume 1 199C-3486 Volume 1 199C-3487 Volume 1 199C-3491 Volume 1 199C-3492 Volume 1 199C-3493 Volume 1 199C-3500 Volume 1 199C-3501 Volume 1 199C-3504 Volume 1 199C-3507 Volume 1 199C-3508 Volume 1 199C-3510 Volume 1 199C-3510 Volume 1 199C-3511 Volume 1		
BOX 39		
WMFO cont.		

199-3511 Sub C 199-3512 Volume 1

Field Office Auxiliary Office CISPES Files

BOX 41	BOX 42 (Continued)
ALBANY	CHICAGO cont.
199-537 1 Volume 199-554 1 Volume 199-568 1 Volume ALBUQUERQUE	199C-1140 1 Volume 199C-1186 1 Volume 199-1201 MISSING 199C-1254 1 Volume 199C-1297 1 Volume 199C-1308 1 Volume 199C-1311 1 Volume
199-359 l Volume 199-383 l Volume	BOX 43
199-395 1 Volume	CLEVELAND
BALTIMORE	199C-937 1 Volume
199-764	COLUMBIA 199C-209 1 Volume 199C-242 1 Volume
BOX 42	
BIRMINGHAM	DALLAS
199C-215 1 Volume 199C-224 1 Volume	199-753 1 Volume 199-851 1 Volume 199C-871 1 Volume 199C-1008 1 Volume 199C-1046 1 Volume
BOSTON	199C-1171 1 Volume 199C-1185 1 Volume
199C-1142 1 Volume 199C-1143 1 Volume	199C-1185 1 Volume 199C-1238 1 Volume 199C-1270 1 Volume 199C-1304 1 Volume 199C-1313 1 Volume
BUFFALO	1990 1919 I VOLUME
199-R-1 1 Volume	DENVER
CHICAGO	199C-949 1 Volume 199C-989 1 Volume 199C-1029 1 Volume
199-781 1 Volume 199-941 1 Volume 199-956 MISSING 199C-1112 1 Volume	

Field Office Auxiliary Office CISPES Files (Continued)

BOX 44 DETROIT KANSAS CITY 199C-2567 3 Volumes 199C-2576 1 Volume 199C-R-10-1, 2 199C-897 1 Volume EL PASO LAS VEGAS	AA
199C-2567 3 Volumes 199-0-102, 102A, 102A 199C-2576 1 Volume 199C-R-10-1, 2 199C-897 1 Volume EL PASO	AA
199C-2576 1 Volume 199C-R-10-1, 2 199C-897 1 Volume EL PASO	AA
LAS VEGAS	
199-225 1 Volume	
199C-304 1 Volume 199C-315 1 Volume HONOLULU 199C-316 1 Volume	
199C-114 1 Volume LITTLE ROCK	
HOUSTON 199C-269 1 Volume	
199-817 1 Volume <u>BOX 46</u>	
199-827 1 Volume 199C-845 1 Volume LOS ANGELES 199C-1171 1 Volume	
199C-1235 1 Volume 97-467 1 Volume	
199C-1338 1 Volume 199-1553 1 Volume	
199C-1406 1 Volume 199C-2320 1 Volume 199C-2361 1 Volume	
BOX 45 199C-2385 1 Volume	
199C-2390 1 Volume	
INDIANAPOLIS 199C-2469 1 Volume	
199-466 1 Volume 199-542 1 Volume LOUISVILLE	
199-544 1 Volume	
199C-194 1 Volume 199C-217 1 Volume	
JACKSON	
199C-251 1 Volume MEMPHIS 199C-291 1 Volume	
199C-333 1 Volume	
JACKSONVILLE MIAMI	
199C-483 1 Volume 199-589 1 Volume	
199-507 1 Volume 199-R-6 1 Volume	
199C-575 1 Volume 199C-764 1 Volume 199C-835 1 Volume	
199C-846 1 Volume	

TNVENTORY

Field Office Auxiliary Office CISPES Files (Continued)

BOX 46 (Continued)	BOX 47 (Continued)
MILWAUKEE	PITTSBURGH
199C-494 1 Volume 199C-562 1 Volume 199C-795 1 Volume	199C-741 1 Volume 199C-780 1 Volume 199C-902 1 Volume
BOX 47	PORTLAND
MOBILE	
199C-91 1 Volume	199C-755 1 Volume 199-761 1 Volume
NEWARK	RICHMOND
199C-1305 1 Volume	199-277 1 Volume
NEW ODIENIC	BOX 48
NEW ORLEANS	SACRAMENTO
199C-374-103 199-403 1 Volume	199C-885 1 Volume
NEW YORK	SAN ANTONIO
NEW YORK 199-2848 1 Volume 199-3061 1 Volume	199-746 1 Volume 199C-777 1 Volume 199C-830 1 Volume 199C-831 1 Volume
PHILADELPHIA	199C-834 1 Volume 199C-853 1 Volume
199-869 1 Volume changed to 199-R2 199-R10 1 Volume	199C-854 1 Volume 199C-865 1 Volume
246-6 1 Volume	BOX 49
PHOENIX	SAN ANTONIO cont.
	199C-866 1 Volume
199C-R-4 1 Volume 199C-524 1 Volume	199C-884 1 Volume 199C-886 1 Volume 199C-906 1 Volume 199C-921 1 Volume 199C-922 1 Volume
	199C-926 1 Volume 199C-1027 1 Volume 199C-1176 1 Volume

INVENTORY

Field Office Auxiliary Office CISPES Files (Continued)

-	,
BOX 50	BOX 52
SAN ANTONIO	WMFO
199C-1176 1 Volume SAN FRANCISCO	199-2698 1 Volume 199C-2786 1 Volume 199-2980 1 Volume
	199-3568 1 Volume 199-3687 1 Volume
44, 45, 46, 48 199C-1242 1 Volume 199C-1257 1 Volume 199-1269-1, 6 199C-1638-2, 4, 6, 8 199C-1695 1 Volume	199-3914 1 Volume 199-3915 1 Volume 199-3917 1 Volume 199-4024 1 Volume 199-4156 1 Volume 199-4165 1 Volume 199-4168 1 Volume 199-4179 1 Volume
BOX 51	199-4219 1 Volume 199C-4251 1 Volume
SAN JUAN	199C-4277 1 Volume 199C-4335 1 Volume 199C-4398 1 Volume
199-130 1 Volume 199C-150 1 Volume 199C-194 1 Volume	
SEATTLE	
199C-559 1 Volume 199C-581 1 Volume 199C-604 1 Volume	

SPRINGFIELD

199C-410 1 Volume 199C-461 1 Volume

TAMPA

199C-810 1 Volume 199C-853 1 Volume

Legal Attache Spin-Off CISPES Files

	Bogar modacine	opin orr o	10120 11101
BOX 53			BOX 54
BOGOTA			BERN
199J-68 Volume	1		62A-344 Volume 1
BONN			BOGOTA
199M-249 Volume 199C-260-6 199M-310-7 203-0-11			NO CARDS 62A-131 Volume 1
203-0-11	. · · · .		BRIDGETOWN .
MEXICO CITY 62-465-1			NO CARDS 62-0-1A THRU 1I 199-0-34, 34A, 34B
199-60-126 199-94-61 199-96 Volume 1 199-160-15	L		CANBERRA
202-52-23, 24			199-0-108 Volume 1
MONTEVIDEO			LONDON
199-17 Volume 1	1		199M-1458 Volume 1
OTTAWA			MEXICO CITY
174-82 Volume 199-314 Volume 199C-462 Volume	e 1 e 1		NO CARDS 199C-97 Volume 1
100-1755-803-4; (Changed to 202			OTTAWA
PANAMA CITY			199C-508 Volume 1 203-83 Volume 1
NO CARDS 199C-44 Volume	1		PANAMA
TOKYO			NO CARDS 199C-49 Volume 1 199C-72 Volume 1
100-1330-45, 45 199C-74 Volume			· ·

Auxiliary Office Spin-Off CISPES Files

BOX 54

BERN

62A-344 Volume 1

BOGOTA

NO CARDS 62A-131 Volume 1

BRIDGETOWN

NO CARDS 62-0-1A THRU 1I 199-0-34, 34A, 34B

CANBERRA

199-0-108 Volume 1

LONDON

199M-1458 Volume 1

MEXICO CITY

NO CARDS 199C-97 Volume 1

OTTAWA

199C-508 Volume 1 203-83 Volume 1

PANAMA

NO CARDS 199C-49 Volume 1 199C-72 Volume 1

MAGNETIC TAPES - CISPES

BOX 55	
MAJOR INVESTIGATIVE DATA BASE (MIDB)	
	b2 b7E

Field Office Spin-Off CISPES Indices Cards

BOX B

BALTIMORE BOSTON CHARLOTTE CINCINNATI

BOX C

CHICAGO
CLEVELAND
DALLAS
DENVER
DETROIT
HOUSTON
INDIANAPOLIS
JACKSON
KANSAS CITY
LOS ANGELES
LOUISVILLE
MIAMI
MILWAUKEE
MINNEAPOLIS

BOX D

MINNEAPOLIS cont.
NEW ORLEANS
NEW YORK - 2 Sheets
NORFOLK
OKLAHMOA CITY
PHILADELPHIA
PHOENIX
PITTSBURGH
PORTLAND
SAN ANTONIO
SAN DIEGO
SAN FRANCISCO

BOX E

SAN JUAN WMFO

Auxiliary Office CISPES Indices Cards

BOX F

ALBANY
ALBUQUERQUE
BALTIMORE
BIRMINGHAM
BOSTON
BUFFALO
CHICAGO
CLEVELAND
COLUMBIA

DALLAS DENVER

EL PASO HONOLULU

HOUSTON

INDIANAPOLIS

JACKSON

JACKSONVILLE

KANSAS CITY

LAS VEGAS

LITTLE ROCK

LOS ANGELES

LOUISVILLE

MEMPHIS

MIAMI

MILWAUKEE

MOBILE

NEWARK

NEW ORLEANS

NEW YORK

PHILADELPHIA

PHOENIX

PITTSBURGH

PORTLAND

RICHMOND

SACRAMENTO

SAN ANTONIO

SAN FRANCISCO

SAN JUAN

SEATTLE

SPRINGFIELD

TAMPA

WASHINGTON FIELD

BOX G

DETROIT

Legal Attache Spin-Off/Auxiliary Indices Cards

BOX H

BERN
BOGOTA
CANBERRA
LONDON
MEXICO CITY
MONTEVIDEO
OTTAWA

Memorandum



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SEC.1 SER REC

Mr. Christensen

4/4/91

From

R. G. Prillaman

Subject :

COMMITTEE IN SOLIDARITY WITH THE PEOPLE OF EL SALVADOR (CISPES) - RESTRICTIONS ON DISSEMINATION OF INFORMATION, TRANSFER OF RECORDS TO THE NATIONAL ARCHIVES AND

RECORDS ADMINISTRATION (NARA)

Reference is made to Bureau routing slip dated 3/23/90, and Buairtels dated 2/1/90, 7/30/90, 8/13/90, 10/16/90, 10/19/90, 10/30/90, 11/7/90, 11/16/90, 11/26/90 and 11/29/90.

To place Field Office and Legal Attaches responses to referenced communications on record in Bufile 62-122536 as an Enclosure Behind File (EBF).

RECOMMENDATION: That instant memorandum be placed on record with all Field Office and Legal Attache responses to referenced communications as an EBF.

Enclosures filed as a bulk to 62-122536

62-122536

1	_	IMD	Front Office
1		Mr.	Prillaman
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1	4		
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66-19268-118

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Memorandum from R. G. Prillaman to Mr. Christensen RE: Committee In Solidarity With The People Of El Salvador (CISPES) - Restrictions On Dissemination of Information; Transfer Of Records To The National Archives And Records Administration

DETAILS: Referenced communications instructed all receiving offices to furnish all organizational, "spin-off," auxiliary office case files related to the CISPES investigation to FBI Headquarters (HQ) for transfer to NARA in accordance with the agreement dated 2/24/90 which was negotiated between the FBI and NARA. In addition, all offices were to forward to FBIHQ all manual indices records and any automated indices records maintained in the Field Office Information Management System (FOIMS). After obtaining and forwarding, to FBIHQ, the automated indices records print-out, all automated indices records were to be deleted from FOIMS. All Field Offices and Legal Attaches have complied with the instructions set forth in referenced communications and the responses are attached.

Memorandum





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ADD Inv.
Asst. Dir.:
Adm.Servs
Crim.Inv.
Ident.
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Lab. Legal Coun
Rec. Mant.
Tech. Servs.
Training
Training_ Cong. Affs. Off.
Off. of EEO
Off. Liaison &
Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Sec'y

Mr. Christens

3/28/91

From

R. G. Pri**kl**

Subject

TRANSFER OF RECORDS TO THE NATIONAL ARCHIVES

AND RECORDS ADMINISTRATION (NARA)

Reference is made to memorandum from R. G. Prillaman to Mr. Christensen dated 2/22/91, captioned as above.

PURPOSE: To advise of the final transfer of all remaining FBIHQ, field, auxiliary and Legat office files and records relating to the "Committee In Solidarity With The People of El Salvador" (CISPES) to NARA.

RECOMMENDATIO		For inform	nation only	7•
APPROV			tor: Off	of Liaison
Director Dep. Dir. ADD-Adm. ADD-Inv.	Crim. Jav Ident. Into Mgn Inspection Intel:	it. 65 Training	Covin.	Int. Affs.

In accordance with the FBI Records Retention, Plan and Disposition Schedule, case files which make up the CISPES record collection should be accessioned to NARA when 50 years old or older. However, the CISPES records are being accessioned early due to an agreement dated 2/24/90, that was negotiated between Director William S. Sessions and NARA.

The Records Disposition and Archival Subunit (RDAS), Office Management Services Unit, Information Services Section, Information Management Division, prepared 18 cubic feet of CISPES records for transfer to NARA. The records include FBIHQ, field,

Enclosure

66-19268

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Mr. Prillaman 1 1 1

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(CONTINUED - OVER)

Memorandum from R. G. Prillaman to Mr. Christensen RE: Transfer of Records to the National Archives And Records Administration (NARA)

auxiliary and Legat office spin-off case files, index records (index cards and computer printouts of indexed information) and the magnetic tapes and supporting documentation containing CISPES related information that resided on the Major Investigative Data Base and Terrorist Information System.

On 3/15/91, employees of the RDAS delivered 18 cubic feet of material to NARA. The attached SF-258 acknowledges receipt of the material by NARA and is enclosed for record purposes.

Washington, DC 20408

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January 18, 1991

Mr. Randolph G. Prillaman
Section Chief
Information Services Section IMD
FBIHQ
10th & Pennsylvania Avenue NW
Washington DC 20535

Dear Mr. Prillaman:

PRANSFER OF RECORDS TO THE NATIONAL ARCHIVES

We have completed our review of your SF 258 offering to transfer 2 cubic feet of audiotapes of speeches, remarks, and addresses of former FBI Directors. We have assigned this offer as NARA Accession NN3-065-91-001.

Please have the records shipped to:

Motion Picture, Sound, National Archives	& Video	Branch	NNSM		b2 b6 b7C
					٠,

Please mark the shipment with our accession number. If vou have any questions, please contact me at

Sincerely,

Assistant Branch Chief Motion Picture, Sound and Video Branch 66-19268-120

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ENCLOSURE

National Archives and Records Administration

66-19268-120 ENCLOSURE

41.		•	•			MMF	<u>-</u>
REQUEST	TO TRANS	FER APPR	OVAL, AND		LEAVE BL		RG 6.5
			AL ARCHIVES	UNIT	DATE RECE	IVED UNIT	DATE RECEIVED
		ITED STATI		JOB NUMB	 ER	JOB NUMBER	
	(See Instructi	ions on reverse,			065-91-6	101	·
1. TYPE OF ACTION		2. TO				T CREATED THE RE	CORDS
A OFFER OF UNSCHED-	MAILII	IDS DISPOSITIONS ADDRESS:		B	rorestablish ment of Jus		
ULED RECORDS	GENEF WASHI	RAL SERVICES A NGTON, DC 20	ADMINISTRATION (N 408	(CD) B. MAJOR	SUBDIVISION	SCICE	
	B. NATIO	NAL ARCHIVES	3			Investigation	
5 75 4110555	GENEF لكما		NN ADMINISTRATION (AD		c. MINOR SUBDIVISION Office of Public Affelk Information Management Division (IMD)		
B. TRANSFER		NGTON, DC 20 NAL ARCHIVES		D. NAME C		ement nivisia	b
SCHEDULET RECORDS	FEDER	AL ARCHIVES	AND RECORD CENT	ER			
				E. NAME OF	PERSON WITH WHOM	TO CONFER ABOUT THE	f. TELEPHONE (In- clude area code)
	A. AGENO	Y SPACE (Give	location)				C REQUESTED
4. CURRENT	1 77		ennsylvania Av	enue, N.W.	: Washingto	on, D.C.	C. REQUESTED TRANSFER DATE
LOCATION OF RECORDS	B. FEDER	AL RECORDS C	ENTER (Identify center	er and FRC acces	ion no. and enter l	ocation)	1 ASAP
	Щ		5 BECO	DS DATA			110711
A. DESCRIPTION OF I	RECORDS (Give	overall title of re			attach Standard Fo	rm 135, if records are	now in FRC.
Continue on separate			cords, individual docum peeches/Remark				
SF 135 ATTACH			el officials o sts of audio t				
SEPARATE SHEE			of 3" 5" and		1001 00 1	.cor rormac,	110010 10010
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B. EST. VOLUME	cite agency s	ystem number an	PRIVACY ACT? (If d F.R. volume and page	Nes, D. SPECIFI and cite	C RESTRICTIONS statute or FOI exer	TO BE IMPOSED (In nption that authorizes	clude justification and such restrictions)
cu. ft. cu. mtr.	number for n	ost recent notice	and attach a copy)	1		ResTRICTIONS a	
2		No		í		estrictions to	•
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E. RECORDS CONTRO APPRAISAL JOB NO	L SCHEDULE/I	TEM NO. OR	F. AGENCY R	EMARKS:			
Accretion to	N1-65-89	-04				· · · · · · · · · · · · · · · · · · ·	
			STATEMENT OF AGE				
The records described all 44 U.S.C. 2103. It is as 105-61, and such other 1	greed that these r	ecords will be ad		with the provis	ions of 44 U.S.C. C	hapter 21, 41 C.F.R.	101-11.411, 41 C.F.R.
and justified above, the National Archives of the	re are no restrict United States ti	lons on the use of nat have been put	of these records other tiplished in 41 C.F.R. 10	an the general ar 3-61.53 or in the	d specific record g Guide to the Natio	roup restrictions on the onal Archives of the U	e use of records in the nited States. The Ar-
and justified above, the National Archives of the Chivist of the United Stor processed material, ostrictions specified by the second actions the second of the Store of the St	r other nonreco	rd material in an use of these reco	y manner authorized b ords are in conformance	y law or regulation with the require	n without further of the second secon	consent of this agency. 552 and that I am auth	I certify that any re- lorized by the head of
this agency to act for th A. SIGNATURE OF AG	e agency on matt	ers pertaining to	the disposition of agen E Section Chie	C. MAILING			D. DATE
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J. EDGAR HOOVER

Interview By Alice Dodds Dutton Radio Station KFMB La Jolla, California	8/22/48
Testimony Before Kefauver Committee Individual Testimony	3/26/51
Testimony Before Kefauver Committee With Attorney General Howard McGrath	3/26/51
Testimony Before Internal Security Committee United States Senate Individual Testimony	11/17/53
Testimony Before Internal Security Committee United States Senate With Attorney General Brownell	11/17/53
FBI National Academy Graduation Ceremonies (3 Reels)	6/11/54
Hallmark Hall Of Fame "Tribute To J. Edgar Hoover"	12/26/54
Address to the National Parole Board	4/26/56
Address to American Legion Convention	9/19/57
Remarks Before FBI National Academy	11/4/57
Address to Boys' Club of America	1/27/58
Address to Boys' Club of America	1/8/59
Introduction to "The FBI Story" Motion Picture	3/24/59
Interview by Harold Kern	5/23/59
FBI National Academy Graduation Ceremonies	6/3/59
Presentation of American Citizen Award and Doctorate Degree Morris Harvey College Charleston, West Virginia	6/16/59
Presentation of 1st Annual Dondero Award 44th Annual I.A.I. Conference Pittsburgh, Pennsylvania	7/8/59

J. EDGAR HOOVER

FBI Motto "Fidelity, Bravery, Integrity"	3/31/60
"An Answer to Communism"	4/1/60
Remarks Before Meeting of the Negro American-African Methodist Church Quinn Chapel Chicago, Illinois	4/18/60
(2 Reels) Interview by Harold Kern KFMB-TV San Diego, California	8/11/60
Address to International Association of Chiefs of Police	10/3/60
Speech to the American Legion Convention Miami Beach, Florida	10/18/60
Greetings to Mr. Art Brown	10/25/60
Remarks RE: "National Crime Prevention Week"	2/1/61
Quotes of Benjamin Franklin For Freedoms Foundation's "Capsule Program"	9/20/61
Address To The Boys' Club of America	12/1/61
Remarks for the Armed Forces Radio and Television Services RE: Savings Bonds	12/6/61
Remarks for the Boys' Club of America	1/17/62
Remarks RE: Communism Before High School/All-American Conference	7/9/62
Statement on Communism NBC-TV "Monitor" Program	7/15/62
Address to the National Convention American Legoin Las Vegas, Nevada	10/9/62
Address to the National "CYO" Convention New York, New York	11/16/63

J. EDGAR HOOVER

Birthday Greetings to Mr. Art Brown Radio Station WWDC Washington, D.C.	11/19/63
Address Before the National Hebrew Convention	12/4/63
Address to the Boys' Club of America	1/15/64
NBC Radio Program "Monitor" RE: J. Edgar Hoover's 40th Anniversary	5/10/64
Dedication Ceremonies/Press Conference FBI Field Division Jackson, Mississippi	7/10/64
Birthday Greetings to Mr.Art Brown	10/28/64
Address to the Boys' Club of America	3/12/65
"Fortify Our Freedom" (7 inch open-reel)	9/27/65
Remarks Before the Frank S. Land - Demolay Breakfast Shoreham Hotel Washington, D.C.	2/23/66
"Fortify Our Freedom" (12 inch long-playing record)	9/27/65
FBI National Academy Graduation Exercises	5/25/66
Window Dedication Capitol Hill Methodist Church	6/26/66
"A Statement on Communism"	3/22/67
Comments RE: "Summer Youth" Radio Station WOL Washington, D.C.	4/6/67
Remarks Before the Society of Former FBI Special Agents Convention Washington, D.C.	9/28/67
Christmas Message to Mr. Harry Richman	11/16/67

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J. EDGAR HOOVER

Presentation of the Annual "Tuss" McLaughry By the American Football Coaches Association	12/4/67
Address RE: The Mormon Church	5/15/68
Comments at Testimonial Banquet for the Honorable H. Allen Smith Congressman - California	4/11/69
Comments for Florida Chapter of the National Academy Associates Miami Beach, Florida	7/13 - 16/69
Comments RE: R. Berlin Anniversary	NO DATE
Five (5) Spot Radio Broadcast Public Service Announcements	NO DATE
Statement RE: Operations of the FBI Under J. Edgar Hoover	NO DATE

L. PATRICK GRAY

Interview by Ed Harvey WHBI - FM	5/18/72
Address at the Houston FBI Field Office	5/26/72
FBI National Academy Graduation Ceremonies	6/7/72
Interview by Herb Klein Station WOR	6/7/72
Interview by United Press International (UPI)	10/2/72
Remarks at the FBI Communion Breakfast Mayflower Hotel Washington, D.C. (2 Reels)	10/29/72
Comments for the Presidential Interchange Executives	11/7/72

CLARENCE M. KELLEY

Press Conference Denver, Colorado	11/1/73
News Conference at the Regional Executive Management Symposium Boston, Massachusetts	11/28/73
Press Conference Atlanta, Georgia	12/7/73
Address at the Houston FBI Field	12/13/73
Interview by Mr. Jim Lehrer on Program "Washington Straight Talk"	3/11/74
Testimony Before Hearing of the United States Senate [4 Reels]	11/18/75
Press Conference at the Birmingham Rotary Club Birmingham, Alabama	11/26/75
Testimony Before United States Senate Committee Washington, D.C.	12/10/75
Address at a Dinner Honoring Special Agent Charles W. Bates Fairmont Hotel San Francisco, California	12/16/75
Press Conference at the San Diego FBI Field Office	3/9/76
Speech Given at Gadsden, Alabama	5/1/77

THOMAS E. BISHOP

Remarks RE: "Mr. Gray's Message" 9/72

Remarks RE: "Mr. Gray's Message" 10/72

CARTHA D. DeLOACH

Remarks	at Part	ty for Efre	m Zimbalist	5/12/66
Remarks	RE: "M	dr. Hoover'	s Message"	5/69
Remarks	RE: "M	Mr. Hoover'	s Message"	7/69
Remarks	RE: "M	dr. Hóover'	s Message"	10/69

DAVID L. DIVAN

Remarks	RE:	"The Diaster Squad"	7/73
Remarks	RE:	"Federal Crime and Sports"	7/73
Remarks	RE:	"Meet the New Attorney General"	7/73
Remarks		"The Perilous Role of the Police Officer"	7/13
Remarks	RE:	"Message the New Director"	7/73
Remarks	RE:	"Meet the New Director"	7/73
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Remarks RE:	73
"New Developments in Fingerprint Science"	

ROBERT R. FRANCK

Remarks RE: "Theft From Interstate Shipment"	10/73
Remarks RE: "Message to All Law Enforcement"	10/73
Remarks RE: "The Lindbergh Law: A Deterrent to Kidnapping"	10/73
Remarks RE: "The Document Section" [2 Reels]	10/73

MISCELLANEOUS

(Speakers Include Former Directors and Other Officials)

WBAL-TV Program "The New FBI" Baltimore, Maryland	5/20 - 24/74
Interview of Charles Bates RE: Patty Hearst By Mike Powell Radio Station KSFO San Francisco, California	8/5 - 9/74
Television Program With FBI Assistant Director Odd T. Jacobson WSAV-TV Savannah, Georiga	1/22/76
Radio Program With FBIHQ Officials John Otto and Roger Young Station KSTP St. Paul Minnesota	3/17/81
FBI Press Release	4/15/82
Memorial Services FBI Courtyard FBI Headquarters	10/6/82
ABC Radio Program "FBI Radio Show"	1/85

Memorandum





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Off. Liaison &
Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Sec'y

10 : Mr. Christensen

Date 2/13/91

From

Subject :

R. G. Prillaman

This NATIONAL Archives

PROPOSED CHANGE IN FOREIGN COUNTERINTELLIGENCE MANUAL (FCIM)

MANUAL OF ADMINISTRATIVE OPERATIONS AND PROCEDURES

(MAOP)

Reference memorandum W. D. Gow to Mr. N. G. Christensen 6/19/90, entitled "Foreign Intelligence Electronic Surveillance (ELSUR) Tapes Destruction of Recordings," copy attached.

<u>PURPOSE</u>: To place in the FCIM and MAOP policy and guidelines as set forth in referenced memorandum that permit the destruction of foreign intelligence/foreign counterintelligence (FCI) electronic surveillance (ELSUR) tapes that no longer have investigative value.

DETAILS:

REASON FOR CHANGE

By referenced memorandum the Intelligence Division, in concert with the Information Management Division and representatives of the National Archives and Records Administration (NARA), developed a disposition plan that permits the destruction of FCI ELSUR-related tapes when ten (10) years old. The plan, when implemented, will reduce significantly the storage space presently required for maintaining ELSUR tapes. While the disposition plan allows the field to identify and justify recordings to be destroyed, it also accommodates the statutory direction to infuse the necessary FBIHQ review for a

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Memorandum from R. G. Prillaman to Mr. Christensen
Re: Proposed Change in
Foreign Counterintelligence Manual (FCIM)
Manual of Administrative Operations and Procedures

determination of historical interest in maintaining certain recordings. The field-prepared documentation will fulfill the requirement imposed by NARA that there be "written justification that the issue of legal rights be examined, that the rights of individuals should be exhausted after so many years, [and] that the retained case file should satisfactorily document the major portions of tapes through synopses and verbatim transcripts." The existence of synopsis and transcripts within the case file is especially significant since the majority of recordings are of conversations in a foreign language. The transcripts are generally no more than brief translations of these conversations.

The ten-year time frame is consistent with the requirements present in maintaining Title III ELSUR material (see 18, USC, Section 2518 (8)(a), and also takes into account the present state of technology which suggests that the chemicals used in producing tapes and digital materials will begin to break down after a ten/fifteen-year period, thus leaving the recordings in a potentially nonrecoverable state.

The ten-year retention period will further permit the tapes to remain in existence for a period sufficiently long in the Government. As provided by Title 28, USC, Section 2401(a), an action must be brought within six years from the time the right of action first accrues. Absent willful misrepresentation (i.e., denial of the existence of recordings), the statute of limitations would toll six years from the date the recordings were made. (See Spannaus v. United States Department of Justice, 643 F.Supp. 698 (DC 1986) in which the six-year statute of limitations was applied to Freedom of Information Act litigation.)

The ten-year retention period will satisfy both the legal requirements for the protection of individuals who are involved in litigation with the Government and the minimization requirements imposed by the Foreign Intelligence Surveillance Act (FISA). The plan will also allow for the retention of recordings during the pendency of any litigation involving the U.S. Government in which the recordings may be at issue.

These manual changes were coordinated with the Manuals Desk, Office Management Services Unit, Information Services Section, Information Management Division, prior to the preparation of this memorandum.



SECRET

Memorandum from R. G. Prillaman to Mr. Christensen
Re: Proposed Change in
Foreign Counterintelligence Manual (FCIM)
Manual of Administrative Operations and Procedures
(MAOP)

CHANGED TEXT

MAOP, Part III Section 2-4.5.2 (14), page 306, insert the following:

Destruction of Original Foreign Intelligence/Foreign Counterintelligence (FCI) Electronic Surveillance Tape Recordings.

See Foreign Counterintelligence Manual (FCIM), Part I, Section 0.

FCIM, Part I, Section 0-2.6.3, page 11, insert the following:

(11) See Section 0-2.6.11 for instructions regarding destruction of Electronic Surveillance (ELSUR) tape recordings.

Insert the following as new subsection 0-2.6.11:

Destruction of Electronic Surveillance (ELSUR) Tape Recordings

- (1) <u>Destruction of Original Foreign</u>
 <u>Intelligence/Foreign Counterintelligence (FCI) Electronic</u>
 <u>Surveillance (ELSUR) Tape Recordings</u>
- (a) All original tape recordings of ELSURS conducted by the FBI under the provisions of either the Foreign Intelligence Surveillance Act (FISA), those authorized by the Attorney General prior to FISA, and consensual monitoring authorized under the Attorney General Guidelines for FBI Foreign Intelligence Collection and Foreign Counterintelligence Investigations (FCIG) are to be retained in accordance with the following schedule:

SCHEDULE FOR DESTRUCTION

TIME PERIOD

All tapes collected prior to the enactment of FISA (pre-1979).

10 years

SECRET

Memorandum from R. G. Prillaman to Mr. Christensen

Re: Proposed Change in

Foreign Counterintelligence Manual (FCIM)

Manual of Administrative Operations and Procedures

(MAOP)

SCHEDULE FOR DESTRUCTION

TIME PERIOD

FISA Tapes

Tapes produced from ELSUR of foreign powers as defined by Section 101 (a), (1), (2), (3), (4), (5), and (6) of FISA.

10 years

Tapes produced from ELSUR of agents of foreign powers as defined by Section 101 (b) of FISA.

10 years

Consensual Monitoring

Tapes produced from consensual monitoring or other monitoring activities as authorized pursuant to the FCIG.

10 years

- (b) After expiration of the appropriate period, the field office should forward an airtel to FBIHQ marked to the attention of the Intelligence Division, captioned "Destruction of Original ELSUR Tape Recordings." This communication should request authority to destroy recordings and contain the following information:
 - The complete substantive case caption to include case character;
 - 2. Information pertinent to the authorization. Specifically, who or what entity authorized the ELSUR usage, date authorization was granted and the number of days for which the authority was granted, i.e., authorized by the Attorney General 1/7/72 for a period of 90 days; authorized 1/23/80 by the Foreign Intelligence Surveillance Court for a period of one year; or consensual monitoring authorized for 90 days pursuant to the FCIG;



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Memorandum from R. G. Prillaman to Mr. Christensen
Re: Proposed Change in
Foreign Counterintelligence Manual (FCIM)
Manual of Administrative Operations and Procedures
(MAOP)

- 3. Total number of original tapes recordings made under the authorization specified above, <u>i.e.</u>, total number of original recordings on hand in this matter and the number of tapes sought to be destroyed if different from the total on hand;
- Case status (pending/closed);
- 5. A statement that a field record review has been made ensuring that all potential legal issues have been resolved; that there is no pending litigation related to recordings subject to destruction; that no individual rights will be impaired through the destruction of recordings; and that the retained case file will satisfactorily document the information contained in the pertinent portions of tapes through synopsis or transcripts maintained within the case file.

No action should be taken by the field office prior to receipt of a response from FBIHQ.

- (2) <u>Destruction of Copies of Original FCI ELSUR Tape</u>
 <u>Recordings Maintained in an Auxiliary Office (AO)</u>;
- (a) Copies of national security tape recordings maintained in an AO may be destroyed after a one-year period following contact with the office of origin (OO) to ensure original tape recordings are being retained as specified in (1) above. This contact should be initiated by the AO in an airtel prepared under the complete substantive case caption, to include the case character, and containing the following information:
 - 1. Information pertinent to the authorization, specifically, who or what entity authorized the ELSUR usage, the date authorization was granted, the number of days for which authority was granted, i.e., authorized by Attorney General 1/7/72 for a 90-day period; authorized by the Foreign Intelligence Surveillance Court 2/23/80 for a one-year period; or consensual monitoring authorized for a 90-day period pursuant to the FCIG.



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Memorandum from R. G. Prillaman to Mr. Christensen

Re: Proposed Change in

Foreign Counterintelligence Manual (FCIM)
Manual of Administrative Operations and Procedures (MAOP)

- 2. The total number of copies of original recordings on hand in the AO.
- (b) Following this information, the AO should request the OO verify that the original recordings are on hand within the OO and are being retained for a period of ten years. The AO should request that the OO provide this information in writing. Upon notification that original recordings are being maintained in the OO for a period of ten years, AO may destroy copies on hand. Otherwise, copies of the original recordings should be forwarded to the OO in accordance with the current AO file destruction policy. All original documents supporting the ELSUR recordation (e.g. executed consent forms, court orders, Attorney General/U.S. Attorney certifications and/or approvals, etc.) shall be forwarded to OO for appropriate retention in accordance with case file maintenance.

(3) <u>Volunteered Tape Recordings Pertaining To National Security Matters:</u>

Original and/or copies of non-FBI ELSUR recordings, voluntarily turned over to the FBI by anyone outside the Bureau, shall be retained for a reasonable period of time, to be determined by the office in possession of the recording. Receipt of such recordings should be appropriately documented in the case file. When it is determined the recording is not of evidentiary value or no longer serves a purpose to the office, it should be returned to the contributor. The contributor should be contacted in this regard and advised it is no longer necessary to retain the recording within our custody. Request that the contributor retrieve the recording at the local FBI field office within a specified reasonable period of time. In the event the contributor does not wish to have the recording returned, or no effort to retrieve the recordings has been made within a reasonable period of time, the recording may be destroyed. actual disposition of the recording should be recorded on the FD-597 (Receipt of Property Received/Returned/Released) and on the FD-192 (Bulky Exhibit-Inventory of Property Acquired as Evidence).

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Memorandum from R. G. Prillaman to Mr. Christensen

Re: Proposed Change in

Foreign Counterintelligence Manual (FCIM)

Manual of Administrative Operations and Proceduress (MAOP)

INDEX

The following entry should be made in MAOP Index page

8.

Destruction of ELSUR Tape Recordings (See FCI Manual).

SAC MEMORANDUM

SAC Memorandum is attached.

<u>RECOMMENDATION</u>: That upon approval of above manual changes and attached SAC Memorandum, this memorandum with enclosure be routed to the Manuals Desk for appropriate handling.

Memorandum

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			Nb	
To	:	Mr.	N.	G.W

Mr. N. G. Christensen

Date

6/18/90

Cong. Atts. Off. Off. of EEO ___

From :

W. D. Gow

SS Subject :

FOREIGN INTELLIGENCE ELECTRONIC SURVEILLANCE (ELSUR) TAPES DESTRUCTION OF RECORDINGS

This communication is classified SE RET in its

entirety.

PURPOSE:

In accordance with the requirements placed on the FBI by the National Archives, this memorandum provides the recommendations of the Intelligence Division (INTD) regarding the destruction of foreign intelligence/foreign counterintelligence (FCI), ELSUR-related recordings maintained in the FBI records keeping system.

RECOMMENDATIONS:

1. That all original electronic surveillance recordings obtained <u>via</u> Foreign Intelligence Surveillance Court authorization, District Court authorization under Title III of the Omnibus Crime Control and Safe Streets Act, Attorney General authorization under Executive Order authority, or FBI Headquarters (FBIHQ) authorization pursuant to the Attorney General Guidelines for FBI Foreign Intelligence Collection and Foreign Counterintelligence Investigations (FCIG) be destroyed after a period of ten years from the date of acquisition as indicated in the Details of this memorandum.

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Enclosures 3

(RECOMMENDATIONS - CONTINUED)

1 - Mr. W. D. Gow 1 - Mr. R. F. Klein

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1 - Mr. J. R. Davis

1 - Mr. W. M. Baker

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Memorandum from W. D. Gow to Mr. N. G. Christensen Re: Foreign Intelligence Electronic
Surveillance (FISUR) Tapes

Surveillance (ELSUR) Tapes Destruction of Records

RECOMMENDATIONS (Continued):

2. That the Foreign Counterintelligence Manual be amended to include appropriate instructions for the destruction of ELSUR-related materials as indicated in the Details.

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3. That the National Archives be provided a copy of the ELSUR recording destruction plan by Records Management Division (RMD) as enunciated in the Details.

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DETAILS:

In late 1987 FBIHQ began devising a plan to destroy retained ELSUR tapes and recordings related to the FBI's FCI mission which were no longer of value for investigative purposes. This followed the entry of an order in September of 1986 by Judge Harold H. Green of the U.S. District Court for the District of Columbia in the case captioned American Friends Service Committee v. William H. Webster releasing the FBI from an injunction against destruction of FBI record information. Judge Green had previously enjoined the FBI from destroying FBI records in July, 1981 (Attachment 1).

A tentative plan for destruction of FCI related ELSUR material was prepared and discussed with appropriate representatives of the National Archives in accordance with the requirements of Title 44, United States Code (USC), Section 3302. This section requires that agency record information be destroyed only in accordance with regulations promulgated by the National

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Archives and Records Administration. These regulations are found in Title 36, Code of Federal Regulations (CFR), Section 1228, et seq. (Attachment 2).

Meetings were held between INTD, RMD, and representatives of the National Archives during 1988 and 1989. Because the proposed plan for destruction of FCI related recordings contemplated a method of destruction of elsur recordings maintained by the FBI which include recordings authorized by the Foreign Intelligence Surveillance Court under the authority of the Foreign Intelligence Surveillance Act (FISA) (Title 50, USC, Section 1801, et seq.; recordings authorized by District Court pursuant to Title III; recordings authorized by the Attorney General, and recordings authorized by FBIHQ under authority provided in the FCIG; the National Archives requested that a review be made of the problems related to retaining the original recordings for historical preservation. The Archives specifically asked for an analysis of the volume of recordings to storage ratio and anticipated growth of storage problems (Attachment 3).

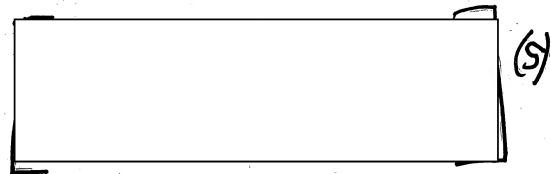
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Destruction of Records

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The function of providing a method of destruction of ELSUR-related recordings is in keeping with the FBI's statutory mandate to minimize the collection of elsur-related material. Congress expressly directed that all FISA derived recordings be destroyed when their retention is "not necessary for obtaining, producing, or disseminating foreign intelligence information. . . " (House Report 95-1283, Pt. I at page 56). It has been noted by Congress that minimization can best be achieved by the destruction of the recordings which evidence an ELSUR event. This is more important when viewing FISA related activity. Under FISA it is possible to automatically acquire and record all activity which transpires on a premises or facility subject to surveillance. This process allows for after acquisition review to minimize communications which may have been recorded. after acquisition process means that, during the collection of intelligence information, it is possible that information about U.S. persons, including persons who are not the authorized subjects of the surveillance, may inadvertently be acquired. FISA requires that such non-pertinent communications be minimized from the surveillance. This is accomplished by not logging or entering such communications into the General or ELSUR Indices. However, the logging of communications is discretionary. nonpertinent communication may be logged and indexed if, at the time of the communication, it appears that the recorded information may have value. Consequently, so long as the tapes are retained, the potential for recovering such communications exists and minimization is not absolute until such time as the recordings are destroyed.

While the tapes must be destroyed to fulfill minimization requirements, they should be retained for a sufficient period of time to satisfy the legal rights of individuals who claim through





litigation that they have been the object of unlawful ELSUR related activity. Consequently, in cases where litigation is present involving ELSUR related recordings, the recordings are to be preserved until all legal appeals have been exhausted. (With regard to FISA authorized ELSURs, it should be noted that such instances are extremely/rare. In the first eleven years of FISA, there have been no more than fifty cases in which FISA authorized recordings have been the subject of litigation.

The following described plan of destruction of ELSURrelated material is believed to fulfill the field's need to reduce the storage space presently required for maintaining records which are no longer of investigative value. It is also believed that it will allow the field to identify and justify recordings to be destroyed and, yet, accommodate the statutory direction to infuse the necessary FBIHQ review for a determination of historical interest in maintaining certain recordings. The field-prepared document will fulfill the requirement imposed by the National Archives that there be "written justification that the issue of legal rights has been examined, that the rights of individuals should be exhausted after so many years, [and] that the retained case file should satisfactorily document the major portions of tapes through synopses and verbatim transcripts." The existence of synopses and transcripts within the case file is especially significant since the majority of recordings are of conversations in a foreign language. The transcripts are generally no more than brief translations of these conversations.

The ten-year time frame is consistent with the requirements present in maintaining Title III ELSUR material (see 18, USC, Section 2518 (8)(a)), and also takes into account the present state of technology which suggests that the chemicals used in producing tapes and digital materials will begin to break down after a ten\fifteen-year period, thus leaving the recordings in a potentially nonrecoverable state.

The proposed ten-year retention period will further permit the tapes to remain in existence for a period sufficiently long in time to satisfy the statute of limitations for actions against the Government. As provided by Title 28, USC, Section 2401(a), an action must be brought within six years from the time





the right of action first accrues. Absent willful misrepresentation (i.e., denial of the existence of recordings), the statute of limitations would toll six years from the date the recordings were made. (See Spannaus v. United States Department of Justice, 643 F.Supp. 698 (DC. 1986) in which the six year statute of limitations was applied to Freedom of Information Act litigation.)

The proposed ten year retention period will satisfy both the legal requirements for the protection of individuals who are involved in litigation with the government and the minimization requirements imposed by FISA. The plan will also allow for the retention of recordings during the pendency of any litigation involving the U. S. Government in which the recordings may be at issue.

PLAN OF DESTRUCTION

ORIGINAL TAPE RECORDINGS PERTAINING TO NATIONAL SECURITY MATTERS:

All original tape recordings of ELSURS conducted by the FBI under the provisions of either FISA, those authorized by the Attorney General prior to FISA, and consensual monitoring authorized under the FCIG are to be retained in accordance with the following schedule:

SCHEDULE FOR DESTRUCTION

All tapes collected prior to the enactment of FISA (pre-1979)	10 years
FISA Tapes	
Tapes produced from ELSUR of foreign powers as defined by Section 101 (a) (1), (2), (3), (4), (5), and (6) of FISA	10 years
Tapes produced from ELSUR of agents of foreign powers as defined by Section 101 (b) of FISA	10 years



(CONTINUED - OVER)

TIME PERIOD



SCHEDULE FOR DESTRUCTION

TIME PERIOD

Consensual Monitoring

Tapes produced from consensual monitoring or other monitoring activities as authorized pursuant to the FCIG

10 years

After the expiration of the appropriate period, the field office should forward an airtel to FBIHQ marked to the attention of the Intelligence Division, captioned "Destruction of Original ELSUR Tape Recordings." This communication should request authority to destroy recordings and contain the following information:

- a) The complete substantive case caption to include case character;
- b) Information pertinent to the authorization. Specifically, who or what entity authorized the ELSUR usage, date authorization was granted and the number of days for which the authority was granted, i.e., authorized by the Attorney General 1/7/72 for a period of 90 days; authorized 1/23/80 by the Foreign Intelligence Surveillance Court for a period of one year; or consensual monitoring authorized for 90 days pursuant to the Attorney General Guidelines for FBI Foreign Intelligence Collection and Foreign Counterintelligence Investigations;
- c) Total number of original tape recordings made under the authorization specified above, <u>i.e.</u>, total number of original recordings on hand in this matter and the number of tapes sought to be destroyed if different from the total on hand;
- d) Case status (pending/closed);
- e) A statement that a field record review has been made ensuring that all potential legal issues have been resolved; that there is no pending litigation related to recordings subject to destruction; that

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no individual rights will be impaired through the destruction of recordings; and that the retained case file will satisfactorily document the information contained in the pertinent portions of tapes through synopsis or transcripts maintained within the case file.

No action should be taken by the field office prior to receipt of a response from FBIHQ.

COPIES OF ORIGINAL TAPE RECORDINGS PERTAINING TO NATIONAL SECURITY MATTERS MAINTAINED IN AN AUXILIARY OFFICE (AO):

Copies of national security tape recordings maintained in an AO may be destroyed after a one-year period following contact with the office of origin (OO) to ensure original tape recordings are being retained as specified above. This contact should be initiated by the AO in an airtel prepared under the complete substantive case caption, to include the case character, and containing the following information:

- a) Information pertinent to the authorization, specifically, who or what entity authorized the ELSUR usage, the date authorization was granted, the number of days for which authority was granted, <u>i.e.</u>, authorized by Attorney General 1/7/72 for a 90-day period; authorized by the Foreign Intelligence Surveillance Court 2/23/80 for a one-year period; or consensual monitoring authorized for a 90-day period pursuant to the FCIG.
- b) The total number of copies of original recordings on hand in the AO.

Following the receipt of this information, the AO should request the OO verify that the original recordings are on hand within the OO and are being retained for a period of ten years. The AO should request that the OO provide this information in writing. Upon notification that original recordings are being maintained in the OO for a period of ten years, AO may destroy copies on hand. Otherwise, copies of the

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original recordings must be retained in the AO in accordance with the general ten-year destruction policy.

<u>VOLUNTEERED TAPE RECORDINGS PERTAINING TO NATIONAL SECURITY MATTERS:</u>

Original and/or copies of non-FBI ELSUR recordings, voluntarily turned over to the FBI by anyone outside the Bureau, shall be retained for a reasonable period of time, to be determined by the office in possession of the recording. Receipt of such recordings should be appropriately documented in the case file. When it is determined the recording is not of evidentiary value or no longer serves a purpose to the office, it should be returned to the contributor. The contributor should be contacted in this regard and advised it is no longer necessary to retain the recording within our custody. Request that the contributor retrieve the recording at the local FBI field office within a specified reasonable period of time. In the event the contributor does not wish to have the recording returned, or no effort to retrieve the recordings has been made within a reasonable period of time, the recording may be destroyed. actual disposition of the recording should be recorded on the FD-597 (Receipt of Property Received/Returned/Released) and on. the FD-192 (Bulky Exhibit-Inventory of Property Acquired as Evidence).



tment of Justice

Federal Bureau of Investigation

Washington, D.C. 20535

(Typed February 13, 1991) PERSONAL ATTENTION

MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE

RE: DESTRUCTION OF FIELD FILES AND RECORDS - FOREIGN INTELLIGENCE ELECTRONIC SURVEILLANCE (ELSUR) TAPES

Set forth herein is a disposition plan that permits the destruction of ELSUR tapes when ten (10) years old, thus, reducing significantly the storage space presently required for maintaining such tapes that are no longer of investigative value. While the disposition plan allows the field to identify and justify recordings to be destroyed, it accommodates the statutory direction to infuse the necessary FBIHQ review for a determination of historical interest in maintaining certain recordings. The field-prepared documentation will fulfill the requirement imposed by the National Archives and Records Administration that there be "written justification that the issue of legal rights has been examined, that the rights of individuals should be exhausted after so many years, [and] that the retained case file should satisfactorily document the major portions of tapes through synopses and verbatim transcripts." The existence of synopses and transcripts within the case file is especially significant since the majority of recordings are of conversations in a foreign language. The transcripts are generally no more than brief translations of these conversations.

ALL INFORMATION CONTAINED

1 - Mr. Klein 1 - Mr. Christensen - Mr. Evans Manauls Desk

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SEE NOTE PAGE 6

b6 b7C Memorandum To All Special Agents in Charge Re: Destruction of Field Files and Records - Foreign Intelligence Electronic Surveillance (ELSUR) Tapes

The ten-year time frame is consistent with the requirements present in maintaining Title III ELSUR material (see Title 18, U.S. Code (USC), Section 2518 (8)(a)), and also takes into account the present state of technology which suggests that the chemicals used in producing tapes and digital materials will begin to break down after a ten\fifteen-year period, thus leaving the recordings in a potentially nonrecoverable state.

The ten-year retention period will further permit the tapes to remain in existence for a period sufficiently long in time to satisfy the statute of limitations for actions against the Government. As provided by Title 28, USC, Section 2401(a), an action must be brought within six years from the time the right of action first accrues. Absent willful misrepresentation (i.e., denial of the existence of recordings), the statute of limitations would toll six years from the date the recordings were made. (See Spannaus v. United States Department of Justice, 643 F.Supp. 698 (DC. 1986) in which the six-year statute of limitations was applied to Freedom of Information Act litigation.)

The ten-year retention period will satisfy both the legal requirements for the protection of individuals who are involved in litigation with the Government and the minimization requirements imposed by the Foreign Intelligence Surveillance Act (FISA). The plan will also allow for the retention of recordings during the pendency of any litigation involving the U.S. Government in which the recordings may be at issue.

PLAN OF DESTRUCTION

<u>DESTRUCTION OF ORIGINAL FOREIGN INTELLIGENCE/FOREIGN</u> <u>COUNTERINTELLIGENCE (FCI) TAPE RECORDINGS</u>:

All original tape recordings of ELSURS conducted by the FBI under the provisions of either FISA, those authorized by the Attorney General prior to FISA, and consensual monitoring authorized under the Attorney General Guidelines for FBI Foreign Intelligence Collection and Foreign Counterintelligence Investigations (FCIG) are to be retained in accordance with the following schedule:

Memorandum To All Special Agents In Charge Re: Destruction of Field Files and Records - Foreign Intelligence Electronic Surveillance (ELSUR) Tapes

SCHEDULE FOR DESTRUCTION

TIME PERIOD

All tapes collected prior to the enactment of FISA (pre-1979).

10 years

FISA Tapes

Tapes produced from ELSUR of foreign powers as defined by Section 101 (a) (1), (2), (3), (4), (5), and (6) of FISA.

10 years

Tapes produced from ELSUR of agents of foreign powers as defined by Section 101 (b) of FISA.

10 years

Consensual Monitoring

Tapes produced from consensual monitoring or other monitoring activities as authorized pursuant to the FCIG.

10 years

After the expiration of the appropriate period, the field office should forward an airtel to FBIHQ marked to the attention of the Intelligence Division, captioned "Destruction of Original ELSUR Tape Recordings." This communication should request authority to destroy recordings and contain the following information:

- (a) The complete substantive case caption to include case character;
- (b) Information pertinent to the authorization.

 Specifically, who or what entity authorized the ELSUR usage, date authorization was granted and the number of days for which the authority was granted, i.e., authorized by the Attorney General January 7, 1972, for a period of 90 days; authorized January 23, 1980, by the Foreign Intelligence Surveillance Court for a period of one year;

Memorandum To All Special Agents In Charge
Re: Destruction of Field Files
and Records - Foreign Intelligence
Electronic Surveillance (ELSUR) Tapes

or consensual monitoring authorized for 90 days pursuant to the FCIG;

- (c) Total number of original tape recordings made under the authorization specified above, <u>i.e.</u>, total number of original recordings on hand in this matter and the number of tapes sought to be destroyed if different from the total on hand;
- (d) Case status (pending/closed);
- (e) A statement that a field record review has been made ensuring that all potential legal issues have been resolved; that there is no pending litigation related to recordings subject to destruction; that no individual rights will be impaired through the destruction of recordings; and that the retained case file will satisfactorily document the information contained in the pertinent portions of tapes through synopsis or transcripts maintained within the case file.

No action should be taken by the field office prior to receipt of a response from FBIHQ.

DESTRUCTION OF COPIES OF ORIGINAL FCI TAPE RECORDINGS MAINTAINED IN AN AUXILIARY OFFICE (AO): 3/

Copies of national security tape recordings maintained in an AO may be destroyed after a one-year period following contact with the office of origin (OO) to ensure original tape recordings are being retained as specified above. This contact should be initiated by the AO in an airtel prepared under the complete substantive case caption, to include the case character, and containing the following information:

(a) Information pertinent to the authorization, specifically, who or what entity authorized the ELSUR usage, the date authorization was granted, the number of days for which authority was granted, i.e., authorized by Attorney General January 7, 1972, for a 90-day period; authorized by the

Memorandum To All Special Agents In Charge
Re: Destruction of Field Files
and Records - Foreign Intelligence
Electronic Surveillance (ELSUR) Tapes

Foreign Intelligence Surveillance Court February 23, 1980, for a one-year period; or consensual monitoring authorized for a 90-day period pursuant to the FCIG.

(b) The total number of copies of original recordings on hand in the AO.

Following this information, the AO should request the OO verify that the original recordings are on hand within the OO and are being retained for a period of ten years. The AO should request that the OO provide this information in writing. Upon notification that original recordings are being maintained in the OO for a period of ten years, AO may destroy copies on hand. Otherwise, copies of the original recordings should be forwarded to the OO in accordance with the current AO file destruction policy. All original documents supporting the ELSUR recordation, (e.g. executed consent forms, court orders, Attorney General/U.S. Attorney certifications and/or approvals, etc.) shall be forwarded to OO for appropriate retention in accordance with case file maintenance.

VOLUNTEERED TAPE RECORDINGS PERTAINING TO NATIONAL SECURITY MATTERS:

Original and/or copies of non-FBI ELSUR recordings, voluntarily turned over to the FBI by anyone outside the Bureau, shall be retained for a reasonable period of time, to be determined by the office in possession of the recording. Receipt of such recordings should be appropriately documented in the case file. When it is determined the recording is not of evidentiary value or no longer serves a purpose to the office, it should be returned to the contributor. The contributor should be contacted in this regard and advised it is no longer necessary to retain the recording within our custody. Request that the contributor retrieve the recording at the local FBI field office within a specified reasonable period of time. In the event the contributor does not wish to have the recording returned, or no effort to retrieve the recordings has been made within a reasonable period of time, the recording may be destroyed. actual disposition of the recording should be recorded on the FD-597 (Receipt of Property Received/Returned/Released) and on the FD-192 (Bulky Exhibit-Inventory of Property Acquired as Evidence).

Memorandum To All Special Agents In Charge
Re: Destruction of Field Files
and Records - Foreign Intelligence
Electronic Surveillance (ELSUR) Tapes

Manual changes are forthcoming.

William S. Sessions Director

NOTE: Based on R. G. Prillaman to Mr. Christensen memorandum 2/6/91, captioned "Proposed Change In the Foreign Counterintelligence Manual (FCIM) And the Manual of Administrative Operations and Procedures (MAOP)," and W. D. Gow to N. G. Christensen memorandum 6/18/90, entitled "Foreign Intelligence Electronic Surveillance (ELSUR) tapes; Destruction of Recordings."

Washington, DC 20408

Delivered Seprodo

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CLASS CEN SRC'D SER CEN REC

March 11, 1991

Mr. Randolph G. Prillaman
Section Chief
Information Services Section IMD
FBIHQ
10th and Pennsylvania Avenue NW
Washington, DC 20535

CRANSFER OF RECORDS TO THE
Dear Mr. Prillaman:

| INTIONAL AICCHIVES

We have completed our review of three SF 258s offering to transfer still photographs, videotapes, and motion picture films. Please ship the three accessions as follows:

1. NN3-65-91-7 (Still Pictures)

Send to: Still Picture Branch

NNSP Room 18E National Archives

8th & Pennsylvania Ave. NW

ATTN: Ed McCarter

2. NN3-65-91-3 (Videotapes - Public Affairs)
 NN3-65-91-4 (Academy Training Films)

Send to: Motion Picture, Sound & Video Branch

ATTN:

Pleas mark the shipments with the appropriate accession number. If you have any questions, please contact me at

Sincerely,

Assistant Branch Chief Motion Picture, Sound and Video Branch

ENCLOSURE ASSACHEDO ENCLOSURE

66-19268-12

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66-19268-121 ENCLOSURE

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FBIHO OFFICE OF PUBLIC AFFAIRS VIDEOTAPES - 3/4 INCH

Interview of John G. Devine Special Agent in Charge - New Haven On the NBC Program "Connecticut Newsmakers" 8/17/78

Director's Update
With William H. Webster
2/9/79

Presentation of Proposed FBI Charter Bonaparte Auditorium FBIHQ 7/31/79

Distinguished Lecturer Series

General of the Army Omar N. Bradley

Bonaparte Auditorium

FBIHQ

1/23/81

Interview of William H. Webster RE: "Operation Bancoshares" The TODAY Show - NBC Network 8/7/81

FBI 75th Anniversary Galath Anniversary Washington Hilton Hotel Washington, D.C. 7/23/83

FBI Day Celebration
Signing of Presidential Proclamation
FBIHQ Courtyard
7/26/83

Interview of William H. Webster

By Mr. Fred Graham

CBS Program - NIGHTWATCH

1/4/85

Segment from the MACNEIL/LEHRER NEWS HOURS
Public Broadcasting System of the MacNeil Sys

On TV Program "In the Face of Terrorism:

Protecting a Free Society"

Produced by the Columbia University Graduate School of Journalism

9/27/86

FBIHO OFFICE OF PUBLIC AFFAIRS VIDEOTAPES - 3/4 INCH

"The Call of Duty: The Lou Peters Story" NO DATE

"Missing Children"
A FBI Public Service Announcement
With Mr. Bill Cosby
(Video Clips)
NO DATE

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DECLIECT	TO TRANSFER, APPROVAL, AND		LEAVE BLAN	K .	RG 65		
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National Archives of the chivist of the United St or processed material, of strictions specified by the	pove and on the attached pages are hereby offe greed that these records will be administered in accorda rules or regulations as may be prescribed by the Administer are no restrictions on the use of these records other a United States that have been published in 41 C.F.R. 1 ates may destroy, donate, or otherwise dispose of any or other nonrecord material in any manner authorized is agency on the use of these records are in conformant agency on matters pertaining to the disposition of age	05-61.53 or in the containers, duplicated by law or regulations with the requirer	Guide to the Nationa te records, unused for n without further con	d Archives of the Uni ms, blank stationery, isent of this agency	nonarchival printed I certify that any re-		
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Applications

Bank Robberies

Baton Training

Beat Patrol and Observation

Black Panther Party

Burglary Investigations

Courtroom Demeanor and Testifying

Crash Avoidance

Crowds And Their Behavior of the or the order

Defensive Tactics

Documents Examinations

Double Action

Driving on the Highway

Driving in the City/Driving on the Highway/Driving at Night

Driving Under Adverse Conditions

Effective Questioning

Electronic Fingerprint I.D.

Examinations of Soils, Minerals, Hairs/Fibers, Tool Marks and Tire/Shoe Impressions

Examinations of Stolen Cars

FBI Academy

FBI Crime Lab

FBI Crime Scenes Alexander -

FBI Ranges

Felony Vehicle Stop: And Amazarta areas

FINDER

Firearms Examinations

Firebombs

Focus on the FBI

Forcible Entry: Excuse and Trickery

Forcible Entry: Knock and Notice

Fundamentals of Double Action Shooting

Fundamentals of Single Action Shooting

Games People Play

Hit and Run Investigations

Holdup

Iberia Hampton, et. al.

"I Told Them Exactly How To Do It"

Illegal Gambling

Instrumental Examinations

-- Interviews And Anthony of the Ant

J. Edgar Hoover - 40th Anniversary

Killed or Be Killed

Low Treason

Messages of Great Patriots - J. Hgar Hoover

Mouth to Mouth Rescue Breathing

National Academy Convention; Pal Alto, California

NCIC

Neutron Activation Analysis

Not All Cops; Not All Kids

One at a Time

On Guard Bunco

On the Outside Looking In

On the Record

Operation Abolition

Operation Abolition: The Story of Communism in Action

Paranoid Conditions

People and the Police: Oakland, California

Person to Person Communication

Physical Evidence

Policeman Killed

The Positive Image Transfer Tr

Protecting Society's Protectors

Routine Stops

Salvage Racket

Searching Crime Scenes

Second Revolution in Banking outstook and hard the

Senior Power and How to Use It

Separating and Compromising

Serology Examinations

Single Action Revolver Shooting

Shooting for Survival

Social Class in America

Stay Alert; Stay Alive

Sterotypes

Stolen Car

Teach Them Now

Texas City Disaster

"Today's FBI" - The TV Pilot Show

Tough Minded Supervision for Law Enforcement

Traffic Film

Victim or Witness

"Who Did What To Whom"

"Who's It Going To Be"

"Whose Neighborhood Is This"

"You Pack Your Own Chute"

Your FBI (Full Print)

Your FBI (Clips)

FBI ACADEMY TRAINING DIVISION FILMS - 35MM

The FBI Story (Clips)

FBI ACADEMY TRAINING DIVISION VIDEOPTAPES - 3/4 INCH

The Academy - A British Broadcasting Corporation Production

FBI National Academy - 112th Session Graduation Ceremonies

Firearms Ranges

Hostage Rescue Team (HRT) Demonstration

"Hostile Intelligence Threat" - Foreign Counterintelligence Remarks by William H. Webster

The KGB - A Turner Broadcasting System Production

Marine 1997

"Killer Bullet" - NBC News Magazine

"Why Drugs?"

"You Can't Get Away With It: Behind the Scenes With the G-Men

Your FBI

Memorandum



Dep. Dir. ADD Adm._

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Tech. Servs

Int. Affs. Off. of Public Affs. Telephone Rm. Director's Sec'y

ADD Inv Asst. Dir.: Adm. Servs

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Lab Legal Coun.

Mr. Christ

4/29/91 Date

From

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R. G. Pr

Subject :

TRANSFER OF RECORDS TO THE NATIONAL ARCHIVES ____

AND RECORDS ADMINISTRATION (NARA)

Reference R. G. Prillaman to Mr. Christensen memorandum dated 11/16/90.

PURPOSE: To place five "Request For Records Disposition Authority" (SF-115), received from NARA, on record.

RECOMMENDATION: For information only. None. Adm. Servs. ___ Laboratory ____ Off. of Liaison APPROVED: Crim. Inv. _ Legal Conn. & Int. Affs. Info. Negranian Sing Off. of Director Public Affs. _ _ Cong. Affs. Off. ADD-Adm. Inspection _

Jinteli: __

COD-194. Referenced memorandum set forth the details pertaining to the request for disposition authority, from NARA, for specific types of records not previously addressed by the provisions of the FBI Records Retention Plan and Disposition Schedule. Destruction authority was sought from NARA for two types of records which have no continuing administrative value. Transfer authority was sought for four types of records which have potential historical research value. The specific types of records are identified as follows:

Records Having No Administrative Value

Field Office Special Surveillance Group (SSG) Daily Worksheet Files

. Off. of EEQ .

Movement Of Foreign National Control Files ENCLOSURE 2)

Enclosures CMCLOSURE ATTACHED.

1

1 - IMD Front Office 1 -Mr. Prillaman

WS:sc (6)

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(CONTINUED - OVER)

96-19268-12

1

Memorandum from R. G. Prillaman to Mr. Christensen RE: Transfer of Records to the National Archives And Records Administration (NARA)

Records Having Historical Research Value

- 1) Office Of Public Affairs (OPA) Still Photography
- 2) OPA Videotapes
- 3) FBI Academy Training Division Films/Videotapes
- 4) OPA Audio Tapes

The attached five SF-115s were hand-delivered to the Records Disposition and Archival Subunit by Dr. John Faibisy, Appraisal Archivist, NARA. The SF-115 pertaining to the OPA audio tapes were received by RDAS by NARA letter dated 1/18/91 and was placed on record, as an enclosure to this letter.

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66-19518-122 ENCLOSURE

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	Movement Of Foreign National Control Fi	iles			
	Federal Bureau of Investigation (FBI) Headquarter Field Office control files relating to the movement nationals to and from the United States. The filt requests for name checks, copies of non-immigrant cations, copies of Declarations of Customs, copies passports, etc. The files relate to individuals have applied for visas or those individuals or grown issued visas to enter the U.S. for short-ter At present time, these control files are maintain file classifications 64, 105, 200 - 203, 215 - 22 247, and may be accumulated in new case file class which may be created in the future.	ent of fore les contain visa apples of office or groups roups who is med in case 29, 246 and saification	eign n li- cial who have ion. e d		
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REQUEST FOR	RECORDS DISPOSITION AUTHORITY CONTINUATION	10.	PAGE 2 OF 2	
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Office of Public Affairs Still Photography [Circa 1930 - 85]

BOX 1

Old Department of Justice Buildings J. Edgar Hoover Building Executives Conference Deputy Assistant Directors Sports and Recreation Publications The FBI - TV Show Distinguished Visitors Distinguished Lecture Series J. Edgar Hoover - Office J. Edgar Hoover - 40th Anniversary Memorabilia J. Edgar Hoover - Miscellaneous Field Division Districts Hijackings and Kidnappings FBI Agent Slain in the Line of First Female Agents Division of Investigation Cases Miscellaneous Unidentified - Photography -Art Theft Civil Rights Organized Crime

BOX 2

Tour Route
FBIHQ Identification Division
FBIHQ Training Division (Quantico)

BOX 3

Support Employees
Records Management Division
Criminal Investigative Division
Laboratory Division

BOX 4

Armed Robbery Cases of Violence

BOX 5

Espionage (General)
Saboteurs
Anarchists
Patty Hearst Kidnapping
Case (Slides)

BOX 6

William H. Webster
Clarence M. Kelley
Memorial Service
75th Anniversary of the
FBI
Drug Task Force
Conference
Attorney General's Annual
Awards Ceremony 1/17/83

BOX 7

FBHHQ-Laboratory Division (Slides)

<u>BOX 8</u>

Slides prepared for the
75th Anniversary of the
FBI
Miscellaneous Slides
including:
Former Directors
FBI Seal
J. Edgar Hoover
Building
Various FBIHQ Divisions
Identification
Training (Quantico)
Laboratory
Technical Services

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	QUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	JOB NO. NI-	65-91-1	
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FBIHO OFFICE OF PUBLIC AFFAIRS VIDEOTAPES - 3/4 INCH

Interview of John G. Devine Special Agent in Charge - New Haven On the NBC Program "Connecticut Newsmakers" 8/17/78

Director's Update
With William H. Webster
2/9/79

Presentation of Proposed FBI Charter Bonaparte Auditorium FBIHQ 7/31/79

Distinguished Lecturer Series General of the Army Omar N. Bradley Bonaparte Auditorium FBIHQ 1/23/81

Interview of William H. Webster RE: "Operation Bancoshares" The TODAY Show - NBC Network 8/7/81

FBI 75th Anniversary Gala Washington Hilton Hotel Washington, D.C. 7/23/83

FBI Day Celebration Signing of Presidential Proclamation FBIHQ Courtyard 7/26/83

Interview of William H. Webster By Mr. Fred Graham CBS Program - NIGHTWATCH 1/4/85

Segment from the MACNEIL/LEHRER NEWS HOURS Public Broadcasting System "Spy Arrest" 6/27/86

Television Appearance by William H. Webster
On TV Program "In the Face of Terrorism:
Protecting a Free Society"
Produced by the Columbia University Graduate School of Journalism 9/27/86

FBIHO OFFICE OF PUBLIC AFFAIRS VIDEOTAPES - 3/4 INCH

"The Call of Duty: The Lou Peters Story" NO DATE

"Missing Children"
A FBI Public Service Announcement
With Mr. Bill Cosby
(Video Clips)
NO DATE

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	Investigation Academy Training Division at Quant		inia.		
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Applications

Bank Robberies

Baton Training

Beat Patrol and Observation

Black Panther Party

Burglary Investigations

Courtroom Demeanor and Testifying

Crash Avoidance

Crowds And Their Behavior

Defensive Tactics

Documents Examinations

Double Action

Driving on the Highway

Driving in the City/Driving on the Highway/Driving-at-Night

Driving Under Adverse Conditions

Effective Questioning

Electronic Fingerprint I.D.

Examinations of Soils, Minerals, Hairs/Fibers, Tool Marks and Tire/Shoe Impressions

Examinations of Stolen Cars

FBI Academy

FBI Crime Lab

FBI Crime Scenes

FBI Ranges

Felony Vehicle Stop

FINDER

Firearms Examinations

Firebombs

Focus on the FBI

Forcible Entry: Excuse and Trickery

Forcible Entry: Knock and Notice

Fundamentals of Double Action Shooting

Fundamentals of Single Action Shooting

Games People Play

Hit and Run Investigations

Holdup

Iberia Hampton, et. al.

"I Told Them Exactly How To Do It"

Illegal Gambling

Instrumental Examinations

Interviews

J. Edgar Hoover - 40th Anniversary

Killed or Be Killed

Low Treason

Messages of Great Patriots - J. Egar Hoover

Mouth to Mouth Rescue Breathing

National Academy Convention; Pal Alto, California

NCIC

Neutron Activation Analysis

Not All Cops; Not All Kids

One at a Time

On Guard Bunco

On the Outside Looking In

On the Record

Operation Abolition

Operation Abolition: The Story of Communism in Action

Paranoid Conditions

People and the Police: Oakland, California

Person to Person Communication

Physical Evidence

Policeman Killed

The Positive Image

Protecting Society's Protectors

Routine Stops

Salvage Racket

Searching Crime Scenes

Second Revolution in Banking

Senior Power and How to Use It

Separating and Compromising

Serology Examinations

Single Action Revolver Shooting

Shooting for Survival

Social Class in America

Stay Alert; Stay Alive

Sterotypes

Stolen Car

Teach Them Now

Texas City Disaster

"Today's FBI" - The TV Pilot Show

Tough Minded Supervision for Law Enforcement

Traffic Film

Victim or Witness

"Who Did What To Whom"

"Who's It Going To Be"

"Whose Neighborhood Is This"

"You Pack Your Own Chute"

Your FBI (Full Print)

Your FBI (Clips)

FBI ACADEMY TRAINING DIVISION FILMS - 35MM

The FBI Story (Clips)

FBI ACADEMY TRAINING DIVISION VIDEOPTAPES - 3/4 INCH

The Academy - A British Broadcasting Corporation Production

FBI National Academy - 112th Session Graduation Ceremonies

Firearms Ranges

Hostage Rescue Team (HRT) Demonstration

"Hostile Intelligence Threat" - Foreign Counterintelligence Remarks by William H. Webster

The KGB - A Turner Broadcasting System Production

"Killer Bullet" - NBC News Magazine

"Why Drugs?"

"You Can't Get Away With It: Behind the Scenes With the G-Men

Your FBI

Washington, DC 20408

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CLAS		
SRC*	D 	March 15, 1991
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		Information Services Section
		Headquarters, Federal Bureau of Investigation Washington, DC 20535
		Dear Mr. Prillaman:
		The enclosed signed copy of form SF 258 completes the transfer and accessioning of Federal Bureau of Investigation photographs under job NN3-65-91-7.
		If you have any questions concerning this transactions, please contact His telephone number is
	_	Sincerely, b6
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TRANSFER OF RECORDS TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

Reference R. G. Prillaman to Mr. Christensen memorandum dated 11/16/90, captioned.

PURPOSE: To record the receipt of a "Request For Disposition Authority" (SF-115), from NARA, pertaining to motion picture film and videotapes.

For information only. RECOMMENDATION: None. Labor fery _ & Int. Affs. Off. of Adm. Servs. _ APPROVED: Legal Coun. Crim. Inv. _ Tech Servs. _ Into Ment CRU Public Affs. ____ Director Train ng . Cong Affs. Off. Inspection . ADD-Adm.

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Referenced memorandum set forth the details pertaining to the transfer of films and videotapes from the Office of Public Affairs and the FBI Academy Training Division, NARA. Following the transfer of these films and videotapes, Dr. John D. Faibisy, Appraisal Archivist, NARA, recommended that the Records Disposition and Archival Subunit (RDAS), Office Services Management Unit, Information Management Division, develop a disposition schedule for all motion picture films and videotapes, not currently covered by the provisions of the FBI Records Retention Plan and Disposition Schedule (The Plan), which may exist within any component of the FBI.

Enclosure ATTACHED 66-19268

AQD-Inv.

1 - IMD Front Office 1 Mr. Prillaman 1 1 1

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66-19268-124

WS:sc (6) (CONTINUED - OVER)

A June 2

Memorandum from R. G. Prillaman to Mr. Christensen RE: Transfer of Records to the National Archives And Records Administration (NARA)

The attached SF-115 was developed by Archives Specialist RDAS, and coordinated with Dr. Faibisy. The provisions of the schedule, which bears the signature of the Archivist of the United States and is dated 3/12/91, will be incorporated in The Plan during the 5-year update review which was presently scheduled to begin in October, 1991.

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- b. FBI acquired motion picture films:
 - (1) Two projection prints

<u>Disposition:</u> PERMANENT. Transfer to the National Archives in 5 year blocks when the oldest film is 10 years old.

(2) Duplicate prints and pre-print elements not required for preservation

<u>Disposition:</u> TEMPORARY. Destroy when no longer needed. (GRS 21/13)

c. Finding Aids, such as indexes, shot lists, or other lists which describe and/or facilitate the use of the motion pictures.

<u>Disposition:</u> PERMANENT. Transfer to the National Archives at the same time that the corresponding film is transferred.

d. Production documentation bearing on the origin, acquisition, release, and ownership of the production, such as case files containing production contracts, scripts, transcripts, etc.

<u>Disposition:</u> PERMANENT. (Transfer to the National Archives at the same time that the corresponding film is transferred.

- e. Unedited outtakes and trims:
 - (1) Original negative or color original
 - (2) Work print

<u>Disposition:</u> PERMANENT. Transfer to the National Archives at the same time the corresponding edited final version of film is transferred. At the time of transfer, NARA may destroy material lacking historical value or is poor quality without further notification to the agency.

(3) Duplicate prints and pre-print elements not required for preservation.

<u>Disposition:</u> Temporary. Destroy when no longer needed. (GRS 21/13)

2. <u>Video Tapes</u>

Subjects which reflect the FBI's mission and/or programs,

such as tapes pertaining to law enforcement, recruitment, and media coverage.

a. The original or the earliest generation of the video recording plus one dubbing of the same.

<u>Disposition:</u> PERMANENT. Transfer to the National Archives in 5 year blocks when the oldest tape is 10 years old.

b. Duplicate dubbings and pre-mix elements in excess of those elements required for preservation, duplication, and reference by 36 CFR 1228.184.

<u>Disposition:</u> TEMPORARY. Destroy when no longer needed. (GRS 21/12)

c. Finding aids, such as indexes, shot lists, or other lists which describe and/or facilitate the use of the video tapes.

<u>Disposition:</u> PERMANENT. Transfer to the National Archives at the same time that the corresponding tapes are transferred.

d. Production documentation bearing on the origin, acquisition, release, and ownership of the production, such as case files containing production contracts, scripts, transcripts, etc.

<u>Disposition:</u> PERMANENT. Transfer to the National Archives at the same time that the corresponding tapes are transferred.

e. Raw camera footage.

<u>Disposition:</u> PERMANENT. Transfer to the National Archives at the same time that the corresponding tapes are transferred. At the time of transfer, NARA may destroy footage that lacks historical value or is of poor quality without further notification to the agency.

f. Internal personnel and administrative training programs that do <u>not</u> reflect the mission of the agency. (These include "role-play" sessions, management and supervisory instruction, etc.)

<u>Disposition:</u> TEMPORARY. Destroy one year after completion of training program. (GRS 21/21)

(NOTE: This schedule excludes certain specific types of films and tapes which are already covered by the FBI retention plan as well as those materials that are considered nonrecord. These include motion media surveillance records, some seized materials, and material provided by citizens for investigation purposes. surveillance videos and films that are maintained in case files (or the accompanying bulkies and enclosures behind the files) share the same disposition as the related textual files. Additionally, when film or tape property is not introduced as evidence and it has been determined that there is no longer a need for FBN retention, it may be considered nonrecord and disposed of Af it meets certain criteria. Specifically, if the material is not owned by, or forfeited to, the government, it should be returned to the lawful owner or his/her representative.)

66-19268-124 ENCLOSURE

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5/9/91

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Telephone Rm.
Director's Sec'y

Mr. Christonsen

R. G. Prija

Subject :

TRANSFER OF RECORDS TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

PORPOSE: To forward the attached "Request To Transfer, Approval, And Receipt Of Records To The National Archives Of The United States" (SF-258) to the National Archives and Records Administration (NARA) to arrange for the delivery of FBI records from the 44 classification (Civil Rights) to NARA.

That the attached SF-258 be forwarded to NARA RECOMMENDATION: for appropriate action.

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DETAILS: In accordance with the decision rendered by United States District Court Judge Harold H. Greene in the civil matter of <u>American Friends Service Committee et al., vs. William H.</u> Webster et al.; United States District Court for the District of Columbia; Civil Action Number 79-1655, the Records Disposition and Archival Subunit, Office Management Services Unit,

ENCLOSURE Enclosure 1 - IMD Front Office
1 - Mr. Prillamo 1 1 1 WS:sc (6)

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66-19268-12

(CONTINUED - OVER)

Memorandum from R. G. Prillaman to Mr. Christensen RE: Transfer of Records to the National Archives and Records Administration

Information Services Section, Information Management Division (IMD), has prepared 2,784 original files in the 44 classification for transfer to NARA inasmuch as the collection of files has been determined to have historical value and are subject to transfer to NARA pursuant to the civil matter, supra. The FBI Records Retention Plan and Disposition Schedule allows for case files within the 44 classification to be offered to NARA when the material is 30 years old. All of the 2,784 case files meet this criteria. The case files have been reviewed by the Civil Rights Unit of the Criminal Investigative Division (CID). By W. M. Baker to Mr. McCreight memorandum dated 6/7/89, CID advised that there was no objection to the transfer of these records to NARA. In addition, the case files have been reviewed by the Document Classification Unit, Freedom of Information - Privacy Acts Section, IMD, and are currently classified in accordance with Executive Order 12356.

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66-19268 — 125 ENCLOSURE

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